

Central Florida HIV Planning Council

Membership Committee Minutes

November 5, 2019

Call to Order: The Chair, Ms. Seidita called the meeting to order at 2:00 p.m. at Heart of Florida United Way, located at 1940 Traylor Blvd., Orlando, FL.

Members Present: Jessica Seidita, Earl Hunt, Vel Cline, Angus Bradshaw, Lemonte Gwynn

Members Excused: Violet Scott, Angela Hunt

Absent: Tommie Cullar

<p>Approval of the agenda:</p>	<ul style="list-style-type: none">• The committee reviewed the Membership Committee agenda and made the following update:• Replaced Ms. Seidita's name with Mr. Hunt's name for the Vision Statement, Mission Statement, and Conflict of Interest. <p>Motion: Mr. Gwynn made a motion to approve the agenda with changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the October 1st Minutes:</p>	<ul style="list-style-type: none">• The October 1st minutes were approved as written.
<p>Open the Floor for Public Comment</p>	<ul style="list-style-type: none">• Ms. Cross informed the committee that an email was received from a Planning Council member who is has chosen resign from the Planning Council. PCS will follow up with the member and provide an update at the next Membership Committee meeting.
<p>Mini Training: Organizational Culture</p>	<ul style="list-style-type: none">• The committee received an organizational culture mini training led by Mr. Acosta. Mr. Acosta highlighted the following key points:

	<ul style="list-style-type: none"> ○ Organizational culture encompasses values and behaviors that contribute to the unique social and psychological environment of an organization. ○ The guiding principles of Organizational culture should be the vision, mission, and core values of the organization. ○ Organizational culture will often guide how different members of the organization interact. ○ Organizational culture can be improved by leadership initiatives, organization wide training, new member orientation, and individual action.
<p>Reports:</p>	<p>Membership Matrix:</p> <p>Mr. Cross reported the following:</p> <ul style="list-style-type: none"> • 23 Planning Council Members • 12 PLWHA Planning Council Member <p>7 unconflicted/unaligned PLWH/Planning Council Members (30.43%)</p> <p>Committee Roster:</p> <ul style="list-style-type: none"> • The committee reviewed the committee roster and determined that the PR & Marketing Committee and the Membership Committee needs more full members. <p>PC Reflectiveness:</p> <ul style="list-style-type: none"> • Mr. Cross informed the committee that the PC is in need of more individuals who are Hispanic, Asians, PLWH, and between the ages of 20-29.

	<p>Attendance Roster:</p> <ul style="list-style-type: none"> The committee reviewed the current attendance rosters and determined that no attendance letters need to be sent at this time.
<p>Unfinished Business</p>	
<p>Recruitment Policy & Procedure</p>	<ul style="list-style-type: none"> The committee reviewed and discussed the Membership Recruitment Policy & Procedure. <p>Motion: Mr. Gwynn made a motion for a 30- day review of the Recruitment Policy & Procedure. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Member Training Schedule:</p>	<ul style="list-style-type: none"> Ms. Seidita recommended that a doodle poll be sent out regarding the available recruitment training dates. Ms. Cross informed the committee of the dates in December available for the leadership training. The committee determined that a doodle poll should be sent out to determine the exact date.
<p>New Business</p>	
<p>Orientation Evaluation:</p>	<ul style="list-style-type: none"> The committee reviewed and made updates to the orientation evaluation form. <p>Motion: Mr. Cline motion to approve the orientation evaluation form with the changes. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Applicant Summaries:</p>	<ul style="list-style-type: none"> The committee reviewed the summary for Candidate #2018-01. After a brief discussion, the committee decided to move the candidate forward to the next step in the process.

Motion: Mr. Bradshaw made a motion to move Candidate #2018-01 forward to the Executive Committee for review with the recommendation of being assigned to the Needs Assessment & Planning Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the summary for Candidate #2019-11. After a brief discussion, the committee decided to move the candidate to the next step in the process.

Motion: Mr. Cline made a motion to move Candidate #2019-11 forward to the Executive Committee for review with the recommendation of being assigned to the Needs Assessment & Planning Committee. Mr. Hunt seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the summary for Candidate #2019-15. After a brief discussion and review of the interview responses, the committee decided to not move the candidate forward to the next step in the application process as they felt most of the candidates responses in the interview did not entirely to align with the vision, mission and goals of the Planning Council.

Motion: Mr. Bradshaw made a motion to not move Candidate #2019-15 forward to the next step in the application process. Mr. Hunt seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the summary for Candidate #2019-16. After a brief discussion, the committee decided to move the candidate forward to the next step in the process (interview).

Motion: Mr. Bradshaw made a motion to move Candidate #2019-16 forward to the next step in the application process (interview). Mr. Gwynn

seconded the motion. The motion was adopted unanimously without debate.

Motion: Mr. Cline made a motion to extend the meeting by 15 minutes in order to complete the remaining agenda items. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the summary for Candidate #2019- AM06. After a brief discussion, the committee decided to move the candidate to the next step in the process.

Motion: Mr. Gwynn made a motion to move Candidate #2019-AM06 forward to the Executive Committee for review with the recommendation of being assigned to the Needs Assessment & Quality Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the summary for Candidate #2019-AM10. After much discussion, the committee decided to table the candidate until a later date.

Motion: Mr. Cline made a motion to table Candidate #2019-AM10. Mr. Gwynn seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the summary for Candidate #2019-AM12. After a brief discussion, the committee decided to move the candidate forward to the next step in the process.

Motion: Mr. Gwynn made a motion to move Candidate #2019-AM012 forward to the Executive Committee for review with the recommendation of being assigned to the Service Systems and Quality Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

	<ul style="list-style-type: none"> The Committee reviewed the summary for Candidate #2019-AM 13. After a brief discussion, the committee decided to move the candidate to the next step in the process. <p>Motion: Mr. Gwynn made a motion to move Candidate #2019-AM013 forward to the Executive Committee for review with the recommendation of being assigned to the Needs Assessment & Planning Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> The committee reviewed the summary for Candidate #2019-AM14. After a brief discussion, the committee decided to the candidate to the next step in the process. <p>Motion: Mr. Bradshaw made a motion to move Candidate #2019-AM14 forward to the Executive Committee for review with the recommendation of being assigned to the PR & Marketing Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p style="text-align: center;">Set January's Agenda:</p>	<ul style="list-style-type: none"> The committee reviewed the January agenda.
ACTION ITEMS	
Item	Responsible Party
Email Recruitment P&P to candidates	PCS
Create and send out doodle poll for recruitment training date and leadership training date	PCS
Contact Candidate #2019-15 regarding the committee's decision to not move forward in the process	PCS
FUTURE AGENDA ITEMS (60 days or more ahead of schedule)	
<ul style="list-style-type: none"> Discuss recruitment activities and tabling events Mini trainings 	
Next Meeting:	January 7 th , 2020 @ HFUW
Adjournment:	4:18 p.m.

Prepared by: David Bent

Date: 11/6/2019

Approved by: Angela Hunt

Date: 01/07/2020