

# Central Florida HIV Planning Council

## Membership and Engagement Committee Meeting Minutes

January 23, 2024

**Call to Order:** The Membership and Engagement Committee Vice-Chair, Sueanne Vazquez, called the meeting to order at 2:03 p.m. at the Heart of Florida United Way located 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andres Acosta, Sueanne Vazquez, Ida Starks, Kara Williams, Siri Goberhan Jr., Yissel Hernandez via Teleconference, Keyna Harris via Teleconference, Fernell Neal via Teleconference

**Members Excused:** Mike Alonso, Vel Cline

**Absent:** None

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"> <li>• Replace any appearances of Vel Cline’s name with Sueanne Vazquez</li> <li>• Replace Sueanne Vazquez with Kara Williams for the Vision, Mission, and COI portion of the meeting</li> <li>• Replace Part A with PCS for the Mental Health Utilization Update portion of New Business</li> </ul> <p><b>Motion:</b> Ms. Starks made a motion to accept the agenda with the changes. Ms. Williams seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the November 7<sup>th</sup> minutes:</b></p>	<p>The committee reviewed the November 7, 2023 minutes and approved the minutes as is.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• PCS did not receive any comment cards.</li> <li>• No Public Comments were made in the room.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Membership Matrix:</b></p>

There have been no changes to the membership matrix since the November committee meeting:

- 20 Planning Council Members
- 12 PWH Planning Council Members
- 8 Unconflicted/Unaligned PWH Planning Council members
- 10 Conflicted members

Ms. Marshall also provided an overview of the current open mandated seats:

- State Medicaid Agency.

**PC Reflectiveness:**

Ms. Marshall provided an overview of the current reflectiveness of the Planning Council and how the Council can better representative of the EMA for gender, age, and race/ethnicity. Current gaps in reflectiveness are for unaligned women PWH and members that are age 40-49.

**Social Media:**

Ms. Marshall reported the following:  
Over the past 28 days (December 26- January 22)

Facebook:

- 1 Page New Likes (Previously: 3)
- 723 People Reached (Previously: 711)
- 162 Post Engagements (Previously: 321)

Instagram:

- 751 Posts (Previously: 698)
- 381 Followers (Previously: 370)

Ms. Marshall provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers.

- The Committee briefly discussed strategies to increase social media engagement.

	<ul style="list-style-type: none"> <li>• Mr. Acosta suggested “member takeovers” where a member would be given access to the CFHPC social media pages for a day to post fun facts and what it means to be on the Planning Council. PCS will follow up with the Part A Office representatives on the feasibility of this activity.</li> <li>• PCS will also send the members the policies and procedures around allowable social media content.</li> </ul> <p><b>Committee &amp; Attendance Roster:</b></p> <p>The Committee briefly reviewed the Council’s Committee and Attendance Rosters. Currently, there are no members that require a warning or dismissal letter.</p>
<b>Unfinished Business</b>	<p><b>Red Ribbon Times Vol. 13</b></p> <ul style="list-style-type: none"> <li>• The Committee reviewed the article and photo submissions for the upcoming Red Ribbon Times Magazine. Nine articles for the next volume were approved, the cover story was chosen, and the members decided to incorporate a calendar of HIV awareness days.</li> </ul> <p><b>Motion:</b> Ms. Williams made a motion to approve the selected articles for the RRT Vol. 13 draft. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall informed the Committee that due to time restraints not all items on the agenda will be reviewed at the current meeting.</li> </ul> <p><b>Motion:</b> Ms. Williams made a motion for a 30-day review of the policies and procedures and for that item to be put at the top of “Unfinished Business” for the February agenda. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<b>New Business:</b>	<p><b>Applicant Summaries:</b></p> <p><i>Candidate 2023-12</i></p>

- Mr. Bent provided a summary of Candidate 2023-12's application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with the recommendation received.

**Motion:** Ms. Williams made a motion to recommend candidate 2023-12 for review by the Executive Committee with the recommendation that they join the Membership & Engagement Committee. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

*Candidate 2023-16*

- Mr. Bent provided a summary of Candidate 2023-16's application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with the recommendation received

**Motion:** Ms. Williams made a motion to recommend candidate 2023-16 for review by the Executive Committee with the recommendation that they join the SSPQ Committee. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

*Candidate 2023-17*

- Mr. Bent provided a summary of Candidate 2023-17's application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with the recommendation received

**Motion:** Ms. Williams made a motion to recommend candidate 2023-17 for review by the Executive Committee with the recommendation that they join the Membership & Engagement Committee. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

- The Committee discussed potential ways to make the interview and applicant review processes more efficient:
  - Schedule applicant interviews one to two hours prior to the scheduled Membership & Engagement Committee meeting. PCS will need to include this in future meeting notices.
  - Determine if the Membership and Engagement members can review de-identified applicant summaries when reviewing prior to making a recommendation to the Executive Committee. The members and PCS discussed the pros and cons of this strategy. PCS will follow up with this request.


**Motion:** Mr. Acosta made a motion to extend the meeting by ten minutes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

#### **PCS Support Expectations**

- Ms. Mendoza-Cardenal discussed the expectations for PCS involvement/attendance at external events moving forward. PCS will not be attending outreach events at the same frequency as before. Members will be expected to attend the events that they would like Planning Council representation at. If outreach materials are needed, then PCS needs to be contacted to coordinate the pick-up of the materials. Notifications of events or material requests should be done within a reasonable and adequate time frame.
- The Committee discussed potential strategies for improving involvement of members in the Planning Council's outreach efforts, such as having more intentional conversations during the interviews regarding an applicant's ability to commit to volunteering for external events on behalf of the Council. Ms. Starks proposed that the Council use the Signup.com website to split up outreach commitments throughout the year for all Council members.

	<p><b>Motion:</b> Ms. Starks made a motion to extend the meeting by ten minutes. Mr. Acosta seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Motion:</b> Ms. Williams made a motion to table the following items on the agenda for unfinished business in February: Policies &amp; Procedures, Member Training Schedule Chart, Interview Forms, Leadership Evaluations, Mental Health Utilization Update. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Announcements</b>	No announcements
<b>Action Items</b>	
<b>Party Responsible</b>	<b>Items</b>
PCS	Send RRT 13 selections to Orange County Government.
PCS	Look into bylaws and policies and procedures for best practices regarding de-identified applicant summaries.
Committee Members	Review the provided policies and procedures from the November and January meetings.
PCS	Follow up with social media “member takeover” request.
PCS	Send members social media policies and procedures.
<b>Next Meeting</b>	February 6, 2024
<b>Adjournment:</b>	4:19 pm

Prepared *Whitney*  
by:                     *Marshall*                     Date: 1/29/2024

Approved  
by:                                          Date: 02/20/2024