

# Central Florida HIV Planning Council

## Membership and Engagement Committee Meeting Minutes

February 06, 2024

**Call to Order:** The Membership and Engagement Committee Ex-Officio, Andres Acosta, 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, Ida Starks, Kara Williams, Keyna Harris, Fernell Neal, Siri Goberdhan Jr., Yissel Hernandez, Sueanne Vazquez via Teleconference, Mike Alonso via Teleconference

**Members Excused:** Vel Cline

**Absent:** Keyna Harris

<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 Andres Acosta</li> <li>• Add New Business: HIV is not a crime Academy Flyer</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to accept the agenda with the changes. Ms. Stark seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the January 23<sup>rd</sup> minutes:</b></p>	<p>The committee reviewed the January 23<sup>rd</sup> 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> <p>Mr. Bent provided an brief overview on the membership matrix since the January committee meeting:</p>

- 22 Planning Council Members
- 14 PWH Planning Council Members
- 10 Unconflicted/Unaligned PWH Planning Council members
- 8 Conflicted members

Mr. Bent also provided an overview of the current open mandated seats:

- Part C Representative- Applicant Pending.

**PC Reflectiveness:**

Mr. Bent provided an overview of the current reflectiveness of the Planning Council and how the Council can be a 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. Tapley reported the following:  
Over the past 28 days (January 9- February 5)

Facebook:

- 2 Page New Likes (Previously: 1)
- 693 People Reached (Previously: 723)
- 137 Post Engagements (Previously: 162)

Instagram:

- 761 Posts (Previously: 751)
- 382 Followers (Previously: 381)

Ms. Tapley provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers. She also provided an overview on the inquired platforms- LinkedIn & Threads.

- The Committee made the decision to not pursue an account with Threads and LinkedIn and to

	<p>focus on increasing social media engagement and followers.</p> <p><b>Committee &amp; Attendance Roster:</b></p> <p>The Committee briefly reviewed the Council's Committee and Attendance Rosters. Currently, there was only one warning letter and no Final or Thank you letters.</p>
<p><b>Unfinished Business</b></p>	<p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>• The committee took a moment to review the current CFHPC Website and Social Media Policy. Ms. Marshall informed the committee on the decision they will be discussing and making while reviewing this policy.</li> <li>• The committee discussed changes and edits to make towards the CFHPC Website and Social Media Policy</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to approve the changes to the CFHPC Website and Social Media Policy and Procedures. Ms. Williams seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> <li>• The committee reviewed and discussed the changes and edits for the Associate Membership Policy.</li> </ul> <p><b>Motion:</b> Ms. Williams made a motion to approve the changes to the Associate Membership Policy and Procedures. Ms. Neal seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> <li>• The committee took a moment to review the Committee Assignments Policy and to update the language written.</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to approve the changes to the Committee Assignments Policy and Procedures. Ms. Williams seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> <li>• The committee took a moment to review the Attendance Policy and Procedures. They discussed the proposed changes and updates.</li> </ul>

	<p><b>Motion:</b> Ms. Hernandez made a motion to approve the changes to the Attendance Policy and Procedures. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Interview Forms- New Applicants/Returning Applicants</b></p> <ul style="list-style-type: none"> <li>• The committee held discussion around altering the Interview form to be structured as a scoring system and potential questions that can be added to the interview process.</li> <li>• The committee went through each question to decide what should remain on the Interview form and what should be removed.</li> </ul> <p><b>Motion:</b> Ms. Williams made a motion to table the Member Training Schedule Chart, Leadership Evaluations, and Security Update. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>New Business:</b></p>	<p><b>Applicant Summaries:</b></p> <p><i>Candidate 2022-14</i></p> <ul style="list-style-type: none"> <li>• Mr. Acosta provided a summary of Candidate 2022-14's application, interview, and recommendations from the interviewers.</li> <li>• The committee opened the floor for discussion and decided to move forward with the recommendation received.</li> </ul> <p><b>Motion:</b> Ms. Williams made a motion to recommend candidate 2022-14 for review by the Executive Committee with the recommendation to serve on the Service Systems Planning &amp; Quality Committee. Ms. Neal seconded the motion. The motion was adopted unanimously without debate.</p> <p><i>Candidate 2023-18</i></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided a summary of Candidate 2023-16's application, interview, and recommendations from the interviewers.</li> </ul>

	<ul style="list-style-type: none"> <li>The committee opened the floor for discussion and decided to move forward with the recommendation received</li> </ul> <p><b>Motion:</b> Ms. Williams made a motion to recommend candidate 2023-18 for review by the Executive Committee with the recommendation to serve on the Membership &amp; Engagement Committee. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Motion:</b> Mr. Acosta made a motion to extend the meeting by five minutes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Flyer &amp; Collaboration Approval:</b></p> <ul style="list-style-type: none"> <li>Mr. Acosta presented a flyer by Somos LOUD in collaboration with the Central Florida HIV Planning Council on HIV is Not a Crime Academy highlighting on HIV criminalization in the south. It will be taking place on March 1<sup>st</sup> at Heart of Florida United Way and will be by invitation only.</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to approve the flyer as is and the partnership. Ms. Williams seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Announcements</b>	<ul style="list-style-type: none"> <li>Mr. Acosta announced the Ms. Ida Starks has been nominated for Thero Community Champion and for everyone to cast in their votes</li> </ul>
<b>Action Items</b>	
<b>Party Responsible</b>	<b>Items</b>
PCS	Email out the updated Interview and Returning Interview form
<b>Next Meeting</b>	March 5, 2024
<b>Adjournment:</b>	4:06 pm

Prepared by: *Nyla Tapley* Date: 02/08/2024

