

Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

April 1, 2025

Call to Order: The Membership and Engagement Committee Chair, Frederick “Vel” Cline, called the meeting to order at 2:01 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Frederick “Vel” Cline, Kara Johnson Williams, Fernell Neal, Sueanne Vazquez, Rene Cotto-Lewis, Angus Bradshaw, Andrea Dunn (via teleconference), Yissel Hernandez (Associate Member), Raymond Macon

Members Excused: Siri “JR” Goberdhan Jr., Andres Acosta

Recipient Staff Present: Yasmin Andre (via teleconference)

PCS Staff Present: Whitney Marshall, David Bent, Laura Perez

Approval of the agenda:	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none">• Addition of “Committee Responsibilities” to New Business <p>Motion: Kara Johnson Williams made a motion to accept the agenda with the recommended changes. Fernell Neal seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the February 4 minutes:	<p>The committee reviewed the February 4 minutes and approved them as presented.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• Committee members began a discussion regarding the Sr. Co-Chair’s attendance and behavior during Planning Council meetings, expressing concern and frustration about the Sr. Co-Chair missing meetings, arriving late to meetings, not being engaged during meetings, and falling asleep during meetings. PCS shared that they have previously addressed the matter with the Sr. Co-chair, noted that per the attendance roster no member is due to receive an attendance letter, shared that proposed updates to the attendance policy and procedures will be reviewed at next month’s meeting, and encouraged the committee members to express their concerns with the Sr. Co-chair privately. After further discussion, the committee agreed to continue the discussion during New Business.• PCS did not receive any comment cards.
Reports:	<p>Membership Matrix: The committee received an update to the membership matrix since the previous committee meeting:</p>

	<ul style="list-style-type: none"> • There are currently no vacant mandated seats. • 22 Planning Council Members • 50% PWH Planning Council Members • 41% Unconflicted/Unaligned PWH Planning Council Members • 36% Conflicted members <p>PC Reflectiveness: Whitney Marshall provided an overview of the current reflectiveness of the Planning Council and how the Council can better represent the EMA for gender, age, and race/ethnicity. The current gaps in reflectiveness are for White, non-Hispanic people, Unaffiliated Women PWH, members that are age 20-29, 40-49 (especially unaffiliated clients in this age group), and 60+, and members from Osceola County.</p> <p>Social Media: Laura Perez reported the following: <i>Over the past 28 days (March 4th – March 31st)</i></p> <p>Facebook:</p> <ul style="list-style-type: none"> • 7 New Page Followers (Previous: 3) • 850 Profiles Reached (Previously: 1,830) • 100 Content Interactions (Previously: 154) <p>Instagram:</p> <ul style="list-style-type: none"> • 1,116 Posts (Previously: 1,092) • 444 Followers (Previously: 444) • 367 Profiles Reached (Previously: 327) • 97 Content Interactions (Previously: 116) <p>Laura provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers.</p> <p>Committee Roster Members were provided with copies of the committee roster for review.</p> <p>Attendance Roster Members were provided with copies of the most current attendance roster for review. David Bent reviewed attendance requirements for committee members.</p>
Unfinished Business:	<p>Marketing & Recruitment Plan Members were provided with a copy of the Marketing & Recruitment Plan for review and discussion. Whitney Marshall reported that a member had previously indicated that this is not a marketing plan, but rather a recruitment and retention plan. It was then recommended to the</p>

	<p>committee that the language of the plan be changed to reflect its new status as a Recruitment & Retention Plan.</p> <p>Motion: Kara Johnson Williams made a motion to approve the Recruitment and Retention Plan with the recommended changes. Yissel Hernandez seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Quarter 1 Training Evaluation Results Members reviewed and discussed the results of the Q1 Training Evaluation.</p>
<p>New Business:</p>	<p>Quarter 2 Training Agenda Draft Members discussed the agenda and the date for the Quarter 2 training. Members decided to set the date for the training for May 14th, 2025 and decided on the following topics:</p> <ul style="list-style-type: none"> • Understanding Data and Reading Reports • Clinical Quality Management (CQM) • Needs Assessment & Outcomes • Public Comment Process (mini training) <p>Motion: Kara Johnson Williams made a motion to approve the Quarter 2 Training Agenda for May 14, 2025. Raymond Macon seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Committee Responsibilities Rene Cotto-Lewis suggested the development of a rotation of committee members for conducting applicant interviews. PCS shared that there are currently three applicants in the pipeline to be interviewed. After discussion, the following members volunteered for the next three interviews:</p> <ul style="list-style-type: none"> • Kara Johnson Williams and Angus Bradshaw • Raymond Macon and Vel Cline • Sueanne Vazquez and Rene Cotto-Lewis <p>Members continued the discussion regarding the Sr. Co-Chair. Members acknowledged that there are changes that could be made to the policies and procedures to address their concerns. PCS stated that the attendance policy and member conduct policy can be reviewed by the committee at next month's meeting. Yasmin Andre encouraged the committee members to review the rules of conduct policy, and to keep in mind that any changes made to the policies need to be equally applicable to all members.</p> <p>June Meeting Date Reminder PCS reminded the committee that the June committee meeting date was moved from the first Tuesday of the month to the second Tuesday, June 10th, due to PCS being unavailable for the original meeting date.</p>

	<p>WAD Workgroup Members discussed the meeting cadence for the virtual World AIDS Day Workgroup and set the date of the first meeting for May 9th.</p> <p>Motion: Kara Johnson Williams made a motion to establish the World AIDS Day workgroup to be held on the second Friday of each month from 2:00 pm to 3:30 pm, with the first meeting being on May 9th. Angus Bradshaw seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Applicant Summaries Members reviewed and discussed the applicant summaries for Applicants #2024-10 and #2024-12, neither of which were recommended for appointment by the interviewers.</p> <p>Select RRT Vol. 16 Articles The committee reviewed submissions for Volume 16 of the Red Ribbon Times. After discussion, the following pieces were selected:</p> <ul style="list-style-type: none"> • From Stigma to Strength My Journey of Empowerment by Sueanne Vazquez • A Walk for Change 2025 Save The Date • Achieving High-Level Care and Advancing Towards RWHAP 2030 Goals by Kelly Bastien • The AIDS Institute infographic on Routine Screening and Linkage to Care • Empowerment Through Storytelling by Sueanne Vazquez • Puzzle of Strength and Unity Crossword by Sueanne Vazquez • Sunshine Care Center Viral Load Summary for 2024 • Strength and Resilience by Sueanne Vazquez • Word Search Game by Sueanne Vazquez <p>Motion: Kara Johnson Williams made a motion to postpone the Agenda items Plan Leadership Training and Discuss Recruitment Strategies until the next meeting. Angus Bradshaw seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Motion: Raymond Macon made a motion to extend the meeting by 5 minutes. Fernell Neal seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Motion: Kara Johnson Williams made a motion to approve the selected articles for Volume 16 of the Red Ribbon Times. Fernell Neal seconded the motion. The motion was adopted with a unanimous vote.</p>
Announcements:	There were no announcements.

Action Items

Responsible Party	Item
-	-
Next Meeting	May 6, 2024
Adjournment:	4:03 PM

Prepared by:

Laura Perez

Date:

4/9/2025

Approved by:

Date: