

## Central Florida HIV Planning Council

### Membership and Engagement Committee Meeting Minutes

June 9, 2026

**Call to Order:** The Membership and Engagement Committee Chair, Kara Williams, called the meeting to order at 2:04 PM at the Florida Department of Health located at 832 West Central Boulevard, Orlando, FL 32805.

**Members Present:** Kara Williams, Vel Cline, Raymond Macon, Terrance Hunter, AJ Johnson, Angus Bradshaw, Fernell Neal, La'Shonna Ferguson (via teleconference)

**Members Excused:** Sueanne Vazquez, Ida Starks

**Recipient Staff Present:** Yasmin Andre, Quatcy Tirado

**PCS Staff Present:** Whitney Marshall, Laura Perez

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |         |         |   |   |   |
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| Approval of the agenda:            | <p>The committee reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Vel Cline made a motion to accept the agenda as presented. Terrance Hunter seconded the motion.</p> <table><tr><td>In Favor</td><td>Against</td><td>Abstain</td></tr><tr><td>7</td><td>0</td><td>0</td></tr></table> <p>The motion was adopted unanimously without debate.</p>                                                                                                                                                                                                                                                                                                                                         | In Favor | Against | Abstain | 7 | 0 | 0 |
| In Favor                           | Against                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Abstain  |         |         |   |   |   |
| 7                                  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0        |         |         |   |   |   |
| Approval of the May 12 minutes:    | <p>The committee reviewed the May 12 minutes and approved them as presented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |         |         |   |   |   |
| Open the floor for public comment: | <ul style="list-style-type: none"><li>• PCS did not receive any comment cards.</li><li>• There were no public comments in the room or online.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |         |         |   |   |   |
| World AIDS Day Workgroup:          | <p><b>Updates</b></p> <p>The committee discussed how an event venue still has not been secured, and discussed options that allow for around 100 guests, seating but not large round tables, and adequate parking. The committee reviewed the proposed Save The Date flyer and had no feedback. The committee also discussed pushing the event start time forward to allow for people to participate after their workday.</p> <p>The committee discussed the purpose of the World AIDS Day event, and striking a balance between honoring those who have passed and are currently struggling with HIV and also celebrating those who are working towards ending the epidemic and those living and thriving with HIV.</p> |          |         |         |   |   |   |

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|                        | <p>Regarding event programming, the committee agreed on the following items:</p> <ul style="list-style-type: none"> <li>• City/county proclamations</li> <li>• Quilt ceremony</li> <li>• Community awards ceremonies</li> <li>• Opening/closing remarks</li> </ul> <p>AJ Johnson offered to provide sound and music for the event. The committee agreed to discuss volunteer needs further at the next planning meeting.</p> <p>Regarding sponsorship, the committee was informed that the event has received \$500 from an individual, and that PCS is planning on shifting to a year-round donations model to allow for more opportunities for the community to financially support the Planning Council. The committee was encouraged to submit any suggestions for sponsors to PCS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Reports:</b></p> | <p><b>Membership Matrix:</b><br/>The committee received an update to the membership matrix since the previous committee meeting:</p> <ul style="list-style-type: none"> <li>• There is 1 vacant mandated seat: Representatives of/or Formerly Incarcerated People with HIV</li> <li>• 26 Planning Council Members</li> <li>• 50% PWH Planning Council Members</li> <li>• 31% Unconflicted/Unaligned PWH Planning Council Members</li> <li>• 38% Conflicted members</li> </ul> <p><b>PC Reflectiveness:</b><br/>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. Whitney highlighted the vacant mandated seat and the need to increase the number of unconflicted/unaligned PWH members on the Planning Council. The committee was informed that PCS received a resignation that morning, so the membership matrix numbers will change. The committee was also informed that PCS will be providing a breakdown of what the committee roster might look like once the planning cycle ends, accounting for members whose terms are ending.</p> <p><b>Social Media:</b><br/>Laura Perez provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers from May 11<sup>th</sup> to June 7<sup>th</sup>.</p> <p><b>Committee and Attendance Roster</b><br/>PCS provided an overview of the most recent updates to the Committee Roster and the most current version of the Attendance Roster.</p> |

**New Business:**

**Q2 Training Review & Eval Results**

The committee reviewed and discussed the submitted feedback for the May 15<sup>th</sup> training. Members praised the collaborative nature of the training and having the opportunity to discuss meeting scenarios in small groups.

**Open CFHPC Nominations**

The committee was informed that nominations are officially open for the following officer positions:

- Jr. Co-Chair – elections in September
- RWCM Co-chairs – elections in September
- Committee Chairs – elections in October

The committee was informed that nomination forms will be available on the website as fillable PDFs. Members should let PCS know if they do not want to be considered for any chair position. The committee was also informed that it is likely that the new Bylaws and new committees will not go into effect until the new Planning Cycle beginning in October.

**Discuss National Testing Day**

The committee chair will send PCS a list of agencies that are participating in National Testing Day on June 27. The committee was informed that PCS does not currently have access to outreach materials stored at HFUW due to flooding, and members were encouraged to continue to do their own outreach.

**Attendance Policy and Procedure**

The committee reviewed what was previously discussed several months ago regarding the Attendance policy and were informed that the Bylaws now specify:

*“A member is considered present at a meeting if the individual is physically present for the roll call.”*

After some discussion, the committee reached a consensus to continue discussion of the Policy at their next committee meeting.

**Member Awards - Criteria Update**

PCS provided an overview of the proposed rubric for nominating members for Member of the Year awards.

Members discussed member eligibility, how many awards will be available, and how nominations would be scored. The committee discussed possibly putting written comments through AI in order to thoroughly de-identify them.

The committee discussed the following eligibility criteria:

- All Full/Regular and Associate Members are eligible
- Freshman the Year- any member that is still in their first three-year term

|                       | <ul style="list-style-type: none"><li>• Member of the Year- has been on the Council for three years or more</li></ul> <p>The committee also discussed the following scoring cut-offs:</p> <ul style="list-style-type: none"><li>• Highly Recommended: 15-20</li><li>• Moderately Recommended: 10-14</li><li>• Not Recommended: 0-9</li></ul> <p><b>Motion:</b> AJ Johnson made a motion to approve the Planning Council Member Award Nomination Form. Angus Bradshaw seconded the motion.</p> <table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>8</td><td>0</td><td>0</td></tr></table> <p>The motion was adopted unanimously without debate.</p> <p><b>Recruitment and Retention Strategies (standing topic) – Integrated Planning- Dissemination of Plan to Community</b></p> <p>Members were encouraged to continue to inform the community about the Planning Council. Regarding dissemination of the Integrated Plan to the community, the committee discussed a suggestion to hold a community meeting to share information on the Integrated Plan in a way that is easy for the community at large to understand.</p> | In Favor | Against | Abstain | 8 | 0 | 0 |
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| In Favor              | Against                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Abstain  |         |         |   |   |   |
| 8                     | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0        |         |         |   |   |   |
| <b>Announcements:</b> | No announcements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |         |         |   |   |   |

| Action Items        |                                                                            |
|---------------------|----------------------------------------------------------------------------|
| Responsible Party   | Item                                                                       |
| Kara W.             | Send PCS a list of agencies that are participating in National Testing Day |
|                     |                                                                            |
| <b>Next Meeting</b> | <b>July 14, 2026 at FDOH Central</b>                                       |
| <b>Adjournment:</b> | 4:00 PM                                                                    |

Prepared by:

*Laura Perez*

Date:

6/16/2026

Approved by:

*Kara Williams*

Date:

7/15/2026