



**RYAN WHITE CARE COUNCIL
MEMBERSHIP, NOMINATIONS, RECRUITMENT AND TRAINING COMMITTEE
METRO CENTER – TAMPA
MONDAY, OCTOBER 19, 2009
12:00 P.M. – 1:30 P.M.**

MINUTES

CALL TO ORDER The meeting was called to order by Bob Reynolds, Chair, at 12:07 p.m.

ATTENDANCE Members Present: Denis Hayes, John Melartin, Don Metzgar, Andrew Paquette, Bob Reynolds, Tom Wood

Members Absent: Michael Amidei, David Hasiba, Janet Kitchen, Marshall Lee, Bill Quercia, Bill Thomas

Guests Present: Wayne Fernald

Grantee Staff Present: Debra Hill

Health Councils Staff Present: Nicole Brown

CHANGES TO AGENDA A discussion on whether to hold a combined December meeting with Client Services and a discussion on the Care Council guest packets were added to the agenda.

ADOPTION OF MINUTES There was no quorum present to approve the minutes for September 21, 2009. The members present approved the minutes (**M:** Metzgar **S:** Hayes) and staff contacted an absent member to request approval. A phone approval was achieved September 20th (Lee). There were 7 yes votes, 0 no votes and 0 abstentions.

CONSUMER INPUT There was no consumer input.

DECEMBER COMBINED MEETING Members discussed combining the December meeting with Client Services. The following motion was presented and passed after a phone vote on September 20th (Lee): (**M:** Metzgar, **S:** Hayes) with 7 yes votes, 0 no votes and 0 abstentions:

THAT MEMBERSHIP AND CLIENTS SERVICES HOLD A COMBINED MEETING IN DECEMBER.

**CARE COUNCIL
REPORT**

The Care Council held a half-day retreat and a brief business meeting to approve Part A reallocations.

**CURRENT
MEMBERSHIP
REVIEW**

Staff reported that two members of the Care Council did not let anyone know of their absence from the retreat. It was also reported that the Care Council currently has over 50% representation by PLWH (People Living With HIV) and 39% of members are non-conflicted PLWH. Staff has one new member orientation set up and there is still one new member that needs to have an orientation scheduled.

**MEMBERSHIP
RECRUITMENT**

Staff reported on the status of two current applications. One applicant has had an interview and their application has been satisfactorily scored. The following motion was presented and passed after a phone vote on September 20th (Lee): (**M**: Melartin, **S**: Hayes) with 6 yes votes, 0 no votes and 1 abstention (Lee):

THAT EDWARD FORD REPRESENTING HILLSBOROUGH COUNTY BE RECOMMENDED FOR VOTING MEMBERSHIP OF THE CARE COUNCIL

Members also discussed an applicant that has yet to have an interview. Members decided to not actively pursue this application due to the difficulty to contact the applicant and the length of time since the application has been sent in. The following motion was presented and passed after a phone vote on September 20th (Lee): (**M**: Metzgar, **S**: Hayes) with 7 yes votes, 0 no votes and 0 abstentions:

THAT THE CURRENT APPLICATION BE MOVED TO INACTIVE.

The Care Council is still recruiting volunteers to represent Manatee, Pasco and Hillsborough counties. The Care Council could also use more Hispanic representation.

**GUEST
INFORMATION**

Members reviewed the guest packets that are available at the Care Council meeting. After discussion the following motion was presented and passed after a phone vote on September 20th (Lee): (**M**: Metzgar, **S**: Paquette) with 7 yes votes, 0 no votes and 0 abstentions:

THAT THE GUEST PACKETS BE AVAILABLE TO GUESTS AT COMMITTEE MEETINGS AND THAT THE PACKETS INCLUDE A COMMITTEE SHEET AND FREQUENTLY ASKED QUESTIONS FLYER.

It was also discussed that Care Council members are the best recruiters of new members and members should be welcoming guests to the Care Council meetings.

**OCTOBER
RETREAT**

Members reviewed the evaluations from the October retreat. Some members stated that they found the presentation on RWIS (Ryan White Information System) to be over clients heads and hard to follow. They also stated that they would have liked to have the slides printed out to follow along with and to have a better explanation at the beginning as to what information our area gets from RWIS.

Members also discussed the issue of always having a brief meeting during the retreat. Bob suggested that the Care Council look at holding a SIOC meeting to approve the urgent item so as not to have a meeting during the retreat. The idea of moving the retreat was discussed but no month was identified that would not potentially have an action item to consider.

**ANNOUNCEMENTS/
COMMUNITY
CONCERNS**

Staff passed out an updated copy of the bylaws to all members.

The WICY&F (Women, Infants, Children, Youth and Families) Committee will be holding a Thanksgiving event on November 18th in Tampa and the Rural Issues Committee will be holding a Thanksgiving event in Lakeland on November 20th.

ADJOURNMENT

There being no further business to come before the Membership Committee, the meeting was adjourned at 1:35 p.m.