

**RYAN WHITE CARE COUNCIL
STANDARDS, ISSUES AND OPERATIONS COMMITTEE
Alpha House of Tampa
Tuesday, April 11, 2006
1:00 P.M.–3:00 P.M.**

MINUTES

- CALL TO ORDER** The meeting of the Standards, Issues and Operations Committee was called to order at 1:05 a.m. by Mark Mischan, Chair.
- ATTENDANCE** Members Present: Wayne Bibeault, Georgette King, Janet Kitchen, David Konnerth, Jim McGarvey, Mark Mischan, Jim Roth (alt. for Don Kurtyka)
- Members Absent: Michael Amidei, Deborah Robinson, Lisa Sampson
- Co-Chairs Present: Carla Foster, John Melartin, Andrew Paquette
- Staff Present: Aubrey Arnold, Elizabeth Rugg, Kathey LaRoche, Collette Tomberlin
- CHAIR'S REPORT** Mark Mischan reported that the Board Of County Commissioners accepted the Title I award and recognized the Grantee and Care Council for their efforts. BOCC offered to write a letter of recommendation to Congress regarding reauthorization. Care Council chair offered to co-sign the letter, if desired. Care Council approved Title I and MAI allocations and Grantee is finalizing RFPs.
- SIOC DEFINITION** Mark reviewed excerpt from by-laws on roles and responsibilities of SIOC.
- FUTURE MEETINGS** SIOC members agreed to meet 3 times per year (roughly every 4 months) at a location to be rotated between Hillsborough and Pinellas Counties. The next meeting will be in August since the Care Council does not meet that month. The duration of meetings will be from 1½ to 2 hours. Mark requests input from all committee chairs in creating agendas for future SIOC meetings. Emerging Committee Issues and projects will be on all future SIOC agendas. Two PLWH will be added to SIOC voting membership and will be selected prior to next SIOC meeting. Associate members will be considered.
- COMMITTEE ATTENDANCE, ACHIEVING QUORUM, AND** The Chair requested a report from each committee within the next two months stating that committee's policy on attendance (or simply state that the committee does not feel the need for an attendance policy). A definition of excused absence

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should be included. Policies can be adjusted if necessary in the future.
When lacking a quorum, absent member should only be polled by Health Council staff to approve minutes and/or in the event of a time-sensitive action item.

SPECIAL PROJECT UPDATES, EMERGING ISSUES FROM COMMITTEES

Client Services is working on a project to create a brochure listing available services by category and location. They are also creating another version for newly diagnosed persons. Members mentioned concern that some agencies are resistant to provide info that should be readily given to anyone requesting it. The Grantee is reviewing this concern.

Health Services created an ad hoc dental services group to minimally investigate the unit of cost, scope of funded procedures, and service delivery.

RECRUITMENT

Staff reviewed the activities related to the Membership Recruitment Campaign. Staff will provide a list of projected vacancies for mandated seats. Everyone is encouraged to recruit for these mandated seats as well as the non-mandated, unrestricted seats that will be available.

BAY AREA HOUSING COALITION REPRESENTATIVE

Members agreed by consensus to recommend to Care Council that they select a volunteer to serve as the Care Council representative to the City of Tampa HIV/AIDS Housing Coalition.

WEBSITE REVIEW PANEL

The Grantee is looking for volunteers to serve on a review panel to make recommendations for future website expansion and enhancements. Maintaining the calendar is the responsibility of the Care Council; therefore, policies are needed to establish criteria for posting requests. The Grantee will staff the review panel.

ANNOUNCEMENT S/COMMUNITY CONCERNS

There were no community concerns.

The website (www.thecarecouncil.org) has details of the May trainings by Julia Hidalgo.

ADJOURNMENT

There being no further business to come before the Standards, Issues and Operations Committee, the meeting was adjourned at 2:55 p.m.