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**Executive
Committee Meeting Minutes**

Facilitator: Eric Martinez

Date:1/25/2022

Time: 10:00 AM

Location: Teleconference

Monica Adelphonse

Health Planner

 **Minutes**

**Attendance:** Mary Sirmons, Gregory Bowman, Renella Mitchell, Eric Martinez, Dawn Jones, Channel Harris, Monica Adelphonse (HCSEF)

**1. Introduction & Moment of Silence**

**2. Review and Approval of Today’s Agenda and Minutes:** Previous Executive Minutes and current Agenda approved.

1. **Committees**
2. **Membership**

Eric discussed that at the last membership meeting there were discussions about what actions that can be taken to get consumers. Eric stated Dawn will work on a 3-question survey to provide to consumers who have left the committee.

1. **EQA**

Tabled at this time.

1. **Planning**

Mary discussed the Needs Assessment survey is complete. March 5th will have an event for Black HIV Awareness Day. Vero Beach will also have event in recognition of the awareness day. The integrated workplan is up to date. Mary discussed that in December: 30-40 hygiene kits were given to community churches for Christmas and that a prayer vigil was held for World Aids Day.

 Monica and Dawn discussed the timeline of the survey is March-August. They also discussed focus groups and key informant interviews. Vouchers and gift cards will be provided.

1. **Old Business**

Eric stated that there will be items sent by the FCPN executive committee that involves the integrated workplan.

No items were discussed.

1. **New Business**

No items were discussed.

1. **Open Discussion**

No items were discussed.

 **Meeting Adjourned**