

CONSUMER INVOLVEMENT COMMITTEE
October 11, 2019
10:00 AM - 12:00 PM
CONFERENCE ROOM, UNITED WAY OF LONG ISLAND, DEER PARK, NY

<u>MEMBERS PRESENT:</u>	<u>MINUTES</u> <u>MEMBERS ABSENT:</u>	<u>GUESTS</u>
Clara C., Co-Chair	Angie P.	
Kevin M., Co-Chair	Barbara G.	
Arthur B.	Clement W.	
Cathy M.	Gauis C.	
Denise R.	James C.	
Eileen B.	James H.	
Ernest B.	Juanita C-F	
Joseph P.	June T.	
Richard G.	Nancy D.	
Robert S.	Paul B.	
Wendy A.	Traci S.	
William D.	Roni W.	
<u>STAFF:</u>		
Georgette Beal		
JoAnn Henn		

I. Welcome/Introductions

Ms. Crawford, Co-Chair called the meeting to order at 10:10 am. She welcomed everyone and introductions were made. A moment of silence was observed.

II. Approval of CIC Minutes

August 9, 2019

Ms. Martens made a motion which was seconded by Mr. Gallo to accept the August 9, 2019 minutes as read.

9 Approved 0 Opposed 3 Abstained

III. CAB meetings

HRHCare has moved to its new location at 501 N. Ocean Avenue, Patchogue, New York. There is a CAB meeting on November 8, 2019 from 12pm-2pm. RSVP to Vanessa Carolina.

The EOC CAB meets the second Tuesday, every other month from 12pm-2 at 320 Carlton Avenue in Central Islip, New York

There is a CAB meeting at EAC in Nassau, 50 Clinton Street, Hempstead NY 11550 on October 24, 2019 at noon.

IV. Working Together: Achieving Effective Planning Council and Committee Meetings: The ABC's of Parliamentary Procedure, a simplified review of Robert's Rules of Order, and a committee decision-making activity were given to committee members in order to facilitate more effective meetings.

The ABC's of Parliamentary Procedure- Parliamentary procedure is simply a set of rules for conducting business at meetings and public gatherings, a precursor to Robert's Rules of order. The handout covered such topics as, *why is parliamentary procedure important? a fixed agenda, How do members get their say? Descriptions of the 5 general types of motion, the method of voting on a motion and a glossary of terms.* Mr. McHugh reviewed this information with the committee.

Robert's Rules of Order (Simplified)-A one page reference provided additional information to reinforce the points covered in the previous handout. It explained how to do things, in a statement and explanation format. For example, **You want to bring up a new idea before the group,** After recognition by the chair, present your motion (topic under discussion). A second is required for the motion to go to the floor for discussion or consideration. In addition, there was a quick reference as to which actions/motions needed to be seconded, were open for discussion, can be amended, required a vote in order to pass, or may be reconsidered or rescinded.

Committee decision-making activity- The Planning CHATT (Planning Community HIV/AIDS Technical Assistance and Training) module is used to provide an overview of how structure and operations can help a Planning Council/Planning Body meet federal requirements and local needs, support all members, and assist PC/PB and committee officers. It describes how appropriate and consistently followed Bylaws, policies, and procedures influence the success of the Planning Council, as well as address the importance of committee structure and PC/PB support staffing. It covers how attention to the group process can help the PC/PB operate as an efficient and engaged high performing team. One part of this module is the group activity.

Every group (committee) that comes together to work on a problem has to figure out how it will best work together. This is especially true of groups that meet regularly. As participants have witnessed, things do not always go smoothly and making adjustments is normal and necessary. There needs to be a set of rules for conducting business at meetings. The following activity helped committee members to implement and utilize what was just learned and reviewed.

Activity 9.2 The Clearville Pigeon Problem- The group is presented with a problem, the Clearville Situation. Tourism, the town's only industry, is centered on the beautiful oak trees that are not found anywhere else in the world. People flock to Clearville to see these oaks, unfortunately so do thousands of pigeons to eat the flowers of these oaks. Pigeon *waste* is the cause of much controversy. Committee members were assigned different town roles as they attend a *town meeting* to address the problem and find possible solutions, using Robert's Rules of Order. After the *town meeting*, participants were asked how they felt during and after the meeting, feedback was given by the chair as well. Discussion of how this activity applies to Planning Council and other committees followed.

One issue that came up was recognition by the chair. All committees have two chairs, which one would conduct the meeting and recognize the members? The question of voting was also raised.

Consequently, Mr. Pirone made a motion, which was seconded by Ms. Martens that at the beginning of the meeting, there would be a designated chair. This chair would facilitate the meeting, recognize members, and refrain from voting. The other co-chair would be a voting member. However, the designated chair could vote to break a tie. A vote was taken.

11 Approved 0 Opposed 1 Abstention

V. Consumer Recruitment Strategies

Since the Working Together: Achieving Effective Planning Council and Committee Meetings agenda item ran over time, the discussion about consumer recruitment strategies was tabled until the February 2020 meeting.

VI. World AIDS Day Update

There is a World AIDS Day directly after this meeting. The event begins Friday, December 6, 2019 at 6:30pm. Quick reminder that there is a change of venue, the event will be held at the Obsession Banquet Hall in Lindenhurst. We can arrive two hours prior. Donald Perry will be providing the music. The insurance forms have been sent over and approved by the venue. The deadline for agency and individual RSVPs is October 30. Over 160 have registered already. We have two red ribbon sponsors, Project Safety Net and Northwell and are anticipating more than \$7,000 in sponsorships. The journal/program is being created and needs to be given to the marketing department by the third week in November. Things are progressing nicely.

VII. Announcement/Adjournments

- Mr. Santamaria informed the committee that there were 77 Certified Peer graduates, 15 of whom were Long Islanders, at the ceremony held last Friday at the School of Visual Arts.
- There will be a World AIDS Day meeting following this CIC meeting.

A motion was made by Mr. Pirone and seconded by Ms. Martens to adjourn the October 11, 2019 Consumer Involvement Committee meeting. **All in Favor-Motion carried**