

Fishbone Update: Recruitment and Retention

A fishbone exercise was conducted from November 2022-July 2023, gathering input from the Executive Committee on barriers to recruitment and retention of Representatives of the Affected Community. The concerns raised, suggested improvements, and accomplishments are detailed below.

Concerns	Suggested improvements	Accomplishments
Meetings often cancelled for lack of quorum	Reduce size of Partnership and committees to allow quorum with fewer members	Partnership approved changes in Miami-Dade County ordinance that stipulated reduced Partnership seats and quorum levels
Meaningful Meetings	Materials posted online for easy access Focus on business items: do not hold meetings if there is nothing to discuss	Improved access on aidsnet.org. Protocol for polling committee and Partnership chairs concerning meeting cancellation if appropriate.
Under-representation by Representatives of the Affected Community (ROAC)	Less bureaucratic application process Concrete plan for recruitment of target groups	Reduced volume of paperwork for Partnership application, to an interest form and interview. Ongoing training and promotion
Reporting	More user-friendly reports	Reports online with summary Training on specific reports and understanding their importance Adding hard copies for member reference
Agendas	Addition of announcements and open discussion	Define action items on agendas Discuss goals of meeting
Other	Seek feedback Find other ways to incentivize	Modest incentives provided, within HRSA guidelines.