



**Community Coalition Roundtable**  
**Recruitment and Retention Plan – Draft**

*As of January 2025*

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## **Introduction**

The Community Coalition Roundtable is responsible for recruiting members for the Miami-Dade HIV/AIDS Partnership (Partnership) and its committees and subcommittee.

This Recruitment Plan is a guide for filling vacancies and retaining members through meaningful participation at the Partnership and committee levels. The overarching goal is zero (0) vacancies by the end of 2025.

### **Per the Miami-Dade HIV/AIDS Partnership’s Bylaws:**

The Community Coalition Roundtable\* shall:

- a. Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;
  - b. Recruit potential Partnership and committee members from the community and encourage others from the affected HIV/AIDS communities to become more involved in Partnership activities;
  - c. Publicize an open nominations process, review applications, and nominate candidates for Partnership membership;
  - d. Develop and implement education and recruitment programs for the community to learn more about the Partnership and its activities;
  - e. Develop and implement programs for training of Partnership and community members; and
  - f. Complete community outreach initiatives and report input and action items to the Partnership from community-based organizations and other groups.
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## Partnership Vacancies

There are 30 available seats on the Partnership. The following twelve (12) seats are vacant:

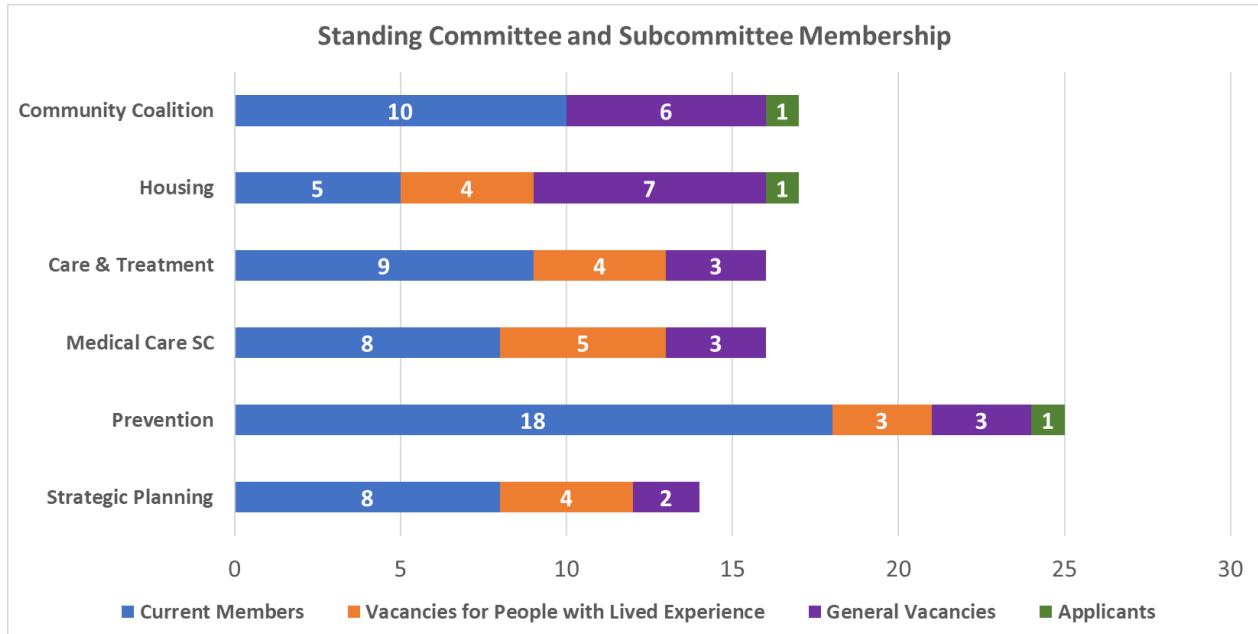
- Five: Ryan White Program Clients who are not affiliated or employed by a Ryan White Program Part A funded service provider;
- One: Hospital or Health Care Planning Agency Representative;
- One: Mental Health Provider Representative;
- One: Housing, Homeless or Social Service Provider;
- One: Other Federal HIV Program Grantee Representative (Part F);
- One: Other Federal HIV Program Grantee Representative (SAMHSA);
- One: Non-Ryan White Program Miami-Dade County Representative; and
- One: Part D Grantee Representative.

The Partnership should reflect the epidemic:

		Percent of People With HIV in Miami-Dade County	Ideal PIR - All Members (30)	Current Membership	Current Difference
		Percent	#	#	#
<b>Gender/ Gender Identity</b>	<b>Male</b>	76%	22	11	-11
	<b>Female</b>	23%	7	6	-1
	<b>Transgender</b>	1%	1	1	0
		<b>100%</b>	<b>30</b>	<b>18</b>	<b>-12</b>
<b>Race/ Ethnicity</b>	<b>Black/Non-Hispanic<sup>1</sup></b>	37%	11	5	-6
	<b>Hispanic</b>	52%	16	9	-7
	<b>White/Non-Hispanic</b>	9%	2	3	1
	<b>Other<sup>2</sup></b>	<2%	1	1	0
		<b>100%</b>	<b>30</b>	<b>18</b>	<b>-12</b>

## Committee Vacancies

All committees have vacancies. Potential members should be encouraged to attend meetings and join committees outside of the Community Coalition.



## Application and On-Boarding Process

### Committees

- Complete the application.
- Hold Application Review meeting in person or via Teams with Staff and ONE officer.
- Forward application to the committee.

### The Partnership

- Complete the online interest form.
  - Complete Teams interview in person or via Teams with Staff and ONE Community Coalition officer.
  - Community Coalition Officer to introduce applicant to the Roundtable.
  - Complete a ballot for each candidate.
  - Staff will assist with completing paperwork.
  - Forward recommendations to the Partnership.
  - Community Coalition Officer to introduce applicant to the Partnership.
  - Recommendations forwarded to the Mayor's Office for appointment.
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## Recruitment and Retention

### In Process

- Meeting terms and acronyms are included on the back of agendas.
  - Housekeeping emphasizes People First language.
  - A Top Line Summary of expenditures is provided at Partnership meetings.
  - Meetings are noticed via calendar invites and several reminders are sent.
  - Meeting materials are posted online.
  - An RSVP reply is sent with an invitation to be contacted for additional information.
  - Members and personal stories are being shared through the website, newsletter, and social media.
  - Staff started holding *Report for Action! Partnership Meeting Briefing* via Teams in January 2025, as a guide for what to expect at each meeting.
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### To Do

- Promoting travel offset benefit.
- Develop and practice general Recruitment Script. A short script describing what the Partnership is, eligibility, and benefits of membership.
- Develop and practice Phone Script for calling Ryan White clients who are interested in learning more about the Partnership. Calls to be made from BSR.
- Become familiar with the Annual Report and Integrated Plan.
- Coordinate testimonials to be part of all Partnership / committee meetings.
- Plan a facilitate a Recruitment Event or Events for funding year beginning March 1, 2025.
- Create member videos (Fiver or low-cost other platforms);
- Develop a slogan, such as, *When you're ready to go from hopelessness to helpfulness, come with us.*; or *Show up – End HIV/AIDS*;
- Host a weekly virtual drop-in meeting which would highlight a service category and allow members a place to just get to know each other; and
- Ask Medical Case Managers to have a copy of the Newsletter available for clients.