

HIV Outreach Team (HOT) Client Reference Group

MINUTES

Thursday 20 September 2018 13:00-15:00

Darlinghurst Board Room

Action Item	What	Who	When
Advertise for WWFD	Create Flyer, share with staff and distribute amongst clients	Dianne Nyoni	ASAP Recurring reminders week before event
Change forms for HIV Stories	Needs revocation option on form Needs policy number on form	Dianne Nyoni Notify Amanda Justice.	ASAP Email sent
Christmas Party	Access gifts and donations/ games	Dianne Nyoni	ASAP

Item 1	Acknowledgement of Country. Acknowledgment of Country was given.
	Apologies: <ul style="list-style-type: none"> TM (Consumer) RM (Consumer) BB (Consumer) BS (Consumer) AB (Consumer) JB/V (Carer)
	Present: <ul style="list-style-type: none"> Barreto, Leo (Program Manager HOT) Nyoni, Dianne (Consumer Engagement Officer) RN (Consumer) WF (Consumer) CG (Consumer) MK (Consumer)

	<ul style="list-style-type: none"> ▪ PC (Consumer) ▪ CT (Consumer)
	Chair: <ul style="list-style-type: none"> ▪ MK (Consumer)
	Minutes: <ul style="list-style-type: none"> ▪ Nyoni, Dianne (Consumer)
Item 2	Approval of Minutes: The committee approved the last minutes of the HOT CRC.
	Declaration of Conflict of Interest: No conflict of interest was declared.
Item 3	Check-in: <ul style="list-style-type: none"> ▪ Personal Sharing time/confidential
Item 4	<ul style="list-style-type: none"> ▪ HOT Program Manager Report – Leo Barreto ▪ HOT accreditation completed and successful outcome. ▪ Leo has been seconded to act as Program Manager officially 12 Months. ▪ Nurse role advertised as well as Julie has left (dietician). ▪ Dianne Nyoni now successful in Consumer Representative Role. ▪ Explanation of Standard 2 changes for next accreditation of consumer voice needing representation in all aspects of service delivery, policy and co-design a big feature of future consumer involvement. ▪ Potential to amalgamate Consumer Engagement Officer and Community presentative positions into one role and possibility extend it to three days per week. ▪ Interagency meeting around service delivery and crossover was represented by Leo. Decision to look at sexual health steering committee assessing issues and needs on retention to care, re-engagement in care, utilising incentives in small pot of funds from HARP (10,000) as well as addressing quality of life, social isolation and ageing.
Item 5	HOT Consumer Representative report – Dianne Nyoni <ul style="list-style-type: none"> ▪ DN spoke to how the group wanted to be run, consensus to have a rotating staff member at meeting in order to create

	<p>a feed-back loop in information relating to client and workers.</p> <ul style="list-style-type: none"> ▪ DN spoke to need to fill in contingency workers forms and consensus was all wanted her to arrange training early next year and all to be offered to be listed as contingency workers with access numbers to utilise SESLHD training porthole. ▪ DN Welcomed Robert and Christie to the group. ▪ Social Group was discussed and we decided to take action and create our own social group. Waky Wednesday Fun Day. We meet first Wednesday of the Month at Taylor Square outside office from 11 am to 3 pm. We invited Annabel to come along as Fun coordinator. First event 3rd October to walk to botanical gardens bring games, soccer ball and own picnic.
Item 6	<p>The Walking Group</p> <ul style="list-style-type: none"> ▪ Overview shared of what the walking group Heart Foundation Walkers by WF. ▪ Meet every Monday 11:00am Taylor Square on Oxford Street Darlinghurst. ▪ DN shared Paul from staff and herself had completed training as walk leader. ▪ Both Paul and DN went on a walk and was well received.
Item 7	<p>Stepping On</p> <ul style="list-style-type: none"> ▪ Althea came and shared stepping on and how it runs. ▪ All consumers signed up and support the idea ▪ WF stated whatever we do that involved Social isolation should be done with Fun in mind.
Item 8	<p>NDIS Forum</p> <ul style="list-style-type: none"> ▪ Jenny came and introduced herself as the new social worker ▪ Jenny shared ideas and format of the NDIS Forum and encouraged all to attend October 17th 2018
Item 9	<p>SESLHD District Consumer Community Council (DCCC)</p> <ul style="list-style-type: none"> ▪ DN mentioned we have other rep that is RN and welcomed him. ▪ RN spoke to what was shared at our DCCC meeting

	<ul style="list-style-type: none"> ▪ DN shared CEO retiring and relayed DCCC concern for continued organisation support for consumer consultation. Was assured the board has a vested interest to keep the status quo. ▪ DN shared the project HIV stories. ▪ DN recommended the HOT CRG consider collaborative ideas that we can co-design and we moved that to be discussed at end of year meeting with forward planning in mind.
Item 9	<p>Christmas Party</p> <ul style="list-style-type: none"> ▪ Try to make it Thursday so PC could attend ▪ Change end of year CAC to Wednesday 19th to prepare work-plan for next year and prepare for Christmas party working bee. ▪ Agreed more fun games like pass the parcel. ▪ CG suggested we ask Leo to do game he did at retreat ▪ Wanted similar format table central and U shape around table with space for games up end ▪ DN would try to access gifts and donations for Christmas Party
Item 9	<p>Other Business:</p> <ul style="list-style-type: none"> •
	<p>Meeting Closed 15:00 Next Meeting: Wednesday 19th, December 2018 13:00-15:00 Darlinghurst Board Room</p>