

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Rev. Max Rodas, Chris Ritter - Co-Chairs



Membership, Retention and Marketing (MRM) Minutes

Wednesday, April 13, 2016

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ♦ Cleveland, OH 44102

Start: 3:08 End: 4:40 Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, April 13, 2016

Motion: Clinton Droster Seconded: Brenda Glass Favor: 4 Oppose: 0 Abstain: 0

Approval of the Minutes, March 2, 2016

Motion: Brenda Glass Seconded: Clinton Droster Favor: 4 Oppose: 0 Abstain: 0

New/Old Business

a. Vote on Final version of the Open Nominations Policy

Sharron Harris made a recommendation to suspend item A (*Final Vote on the Open Nomination's process*) of business on the agenda. She suggested adding language the policy to indicate how the PC would address vacancies in legislatively mandated categories. She said the committee will review other TGA wording on the matter to finalize the policy and prepare for the final vote in May.

b. Finalize the Attendance Policy

The question was raised, "If members can attend all meetings, why have conference call in?" One reason would be for those who may be traveling, the committee will revisit if conference Call-ins are abused.

i. Revised language (Bylaws, Section 4.6) on Excused Absences

Remove title of "Excused Absences". The committee will add the Attendance Policy as a addendum to the Bylaws.

c. Schedule dates for the Bi-annual analysis of PC membership for Federal Reflectiveness Mandate

The committee agreed to conduct an analysis in Jan – to aide in recruitment as part of the Open Nominating process and June – to make sure the membership is meets federal requirements for submission to the grantee for the grant application.

d. Progress report on a Comprehensive Planning Council Training Program in accordance with HRSA CAP

Sharron Harris suggested a training calendar, and that data training was schedule for the April PC meeting. Sharron agreed to create the Training calendar. Attendance and trainings will be rolled together. Progress report with names will be reported to HRSA Project Officer. Comprehensive training is ongoing, needs assessment was completed today, additional needs assessment will occur as needed.

e. Progress report on enforcement of Planning Council Attendance

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Co - chairs to monitor attendance of their committee and report to MRM. This will be addressed at Executive meeting next week.

Motion: To direct PC Subcommittee co-chairs to monitor the attendance of their committee members, encourage attendance and coordinate with MRM.

The motions was moved by Clinton Droster; Seconded: Brenda Glass

Vote: In Favor: All Oppose: 0 Abstain: 0

Motion Passed

f. Progress report on targeted Outreach / Marketing Program annually

Sharron reported that there are 6 applications in house, need to schedule appointments for interviews. All MRM members should participate on the Interview Panel to conduct the applicant interviews. Pam will look into Doodle as a tool for scheduling interview appointments. Other committees members need to help with recruitment, because it in the best interest of all PC members.

A question was raised, "Can the grantee send a letter to provider's for membership recruitment?" It was suggested to ask Dr. Gripshover to recruit either nurse or social worker, needed for Part C and Part D. Also, UH could help with youth and under 30 criteria.

g. Monitor Committee work plan compliance

It was felt that the committee is on point with its work plan compliance.

h. Vote on final version of PC Mentor Program

Brenda Glass reviewed the Mentor Program, Chris Ritter made a motion for approval and Jason McMinn seconded the motion.

Vote: In Favor: All Oppose: 0 Abstain: 0

Motion Passed

Parking Lot Items - None

Announcements - None

Adjournment – Motion: Brenda Glass, Seconded Kimberlin

****Fed. Mandated categories:**

Sharron Harris will create a new form to complete the mandated spots.

MRM Committee 2016/17

Quorum = 4

| | MRM Member | Term | Mar | Apr |
|---|-----------------------|-------------|-----|-----|
| 1 | Chris Ritter Co-chair | 7/15 - 7/18 | Y | Y |
| 2 | Max Rodas Co-chair | 3/14 - 3/17 | Y | N |
| 3 | Brenda Glass | 7/15 - 7/18 | Y | Y |
| 4 | Kimberlin Dennis | 8/13 - 8/16 | Y | Y |
| 5 | Naimah O'Neal | 3/14 - 3/17 | Y | N |
| 6 | Clinton Droster | 7/15 - 7/18 | Y | Y |
| | | | 6 | 4 |

Staff: Sharron Harris, Pam Ditlevson

Guest: None