

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)

Wednesday, March 2, 2016

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 2:45 End: 4:40 Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, March 2, 2016

Chris Ritter made a motion to add to the agenda discussion to solicit Grantee help with recruitment

Motion to approve the agenda: Kimberlin Dennis Seconded: Brenda Glass

VOTE: In Favor: Unanimous Oppose: 0 Abstain: 0

Approval of the Minutes, February 13, 2015

Motion to approve the minutes: Naimah O'Neal Seconded: Brenda Glass

VOTE: In Favor: Unanimous Oppose: 0 Abstain: 0

New/Old Business

- a. Review Progress on Open Nominations Process Implementation
 1. Assign an ambassador to new members – helps so that possibly new member don't feel lost, Build a "fellowship"
- **Start interview process before the May deadline for applications
- i. Finalize Open Nomination Policy Language
 - * Keep date as May 6th deadline
 - * Within 60 days of application contact the applicant
 - * Remove the "6 mo. Expiration" sentence
 - * Make terms more uniform – begin and end all on a specific month
 - * Expiring mandated terms will be filled during the next open nominations process – add
 - * Try to use words and speak at a simpler level
 - * Create a packet to give to "possible" new members so that they know what is expected of them.
 - * Current members will have the same form that new applicant's use (Sharron Harris has made the changes to the membership section)
- ii. Schedule of Activity - Ask grantee for help in contacting agencies for recruitment.
- b. Analyze Planning Council Reflectiveness for Compliance – Max Rodas will be the committee Task Leader to conduct bi-annual review of PC reflectiveness.
- c. Review progress of Targeted Outreach/Membership Recruitment Activities – outreach is progressing, the committee will seek help from the grantee with outreach. Sharron will send the recruitment flyer to Melissa for distribution to providers.

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- d. Sharron Harris will draft a letter acknowledging receipt of a new application for committee members to review at the April meeting.
 - There are 6 applications in the wing
 - Change date on the flyer and put on the website (May 6th), palm cards (meeting dates, etc.)
 - Should location and dates and times change a couple times of the year to accommodate new members? Discussion continues...
- e. Review and Approve New Mentor Program - Implement a New Member Mentor Process – the committee review the new program. Brenda Glass – members to engage prior to membership, once a member they would get assigned a mentor. Chris & Sharron will reviewed the wording for the mentorship program to strengthen respectful conduct between Mentor & mentee. A final vote is will be required to accept the wording.
- f. Review and Implement Planning Council Attendance Policy
 - * Chris has created a point system and a spread sheet that tracks attendance in percentages and is on a rolling calendar
 - * Members approve of Chris' attendance system

Parking Lot Items

1. Review Current PC Membership Roster
2. Language will be incorporated by Sharron Harris and Chris Ritter into the Mentor Program regarding appropriate behavior between mentor and mentee.

Next Steps

Announcements

Adjournment

Motion to Adjourn: Naimah O'Neal Seconded: Kimberlin Dennis

VOTE: Favor: All Oppose: 0 Abstain: 0

MRM Committee

2016/17 Quorum Required = 4

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

Staff: Sharron Harris, Pam Ditlevson

Guest: Tracy Johnson