

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, February 10, 2016

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue Cleveland, OH 44102

Start: 2:35 End: 4:20 Co chair: Max Rodas

Moment of Silence

Welcome and Introductions

Approval of Agenda, February 10, 2016

Motion: Naimah O'Neal Seconded: Brenda Glass

VOTE: In Favor: All Oppose: 0 Abstain: 0

Approval of the Minutes, January 13, 2016

Motion: Naimah O'Neal Seconded: Clinton Droster

VOTE: In Favor: All Oppose: 0 Abstain: 0

Clinton has question regarding the percentages of the population listed in minutes. Sharron Harris addressed his question, stating that each committee minutes reflects the members who selected the committee for purposes of attendance and their attendance is identified/tracked in the minutes for the record.

New/Old Business

a. **Plan & Conduct Targeted Outreach/Membership Activities** – Chris Ritter's report – due to inclement weather, Chris is unavailable to report (details are in the January minutes)

b. **Review & Implement Planning Council Attendance Policy** –1. Need to agree on leave of absence, how many absences, etc. Sharron Harris recommends that members read through the policy and provide feedback for finalization.

Chris Ritter recommended that the Open nomination process should be attached to the bylaws as an addendum.

Sharron Harris will email the Open Nomination Policy to MRM members with a deadline for finalization.

c. Create and Approve MRM PCAT for Mar. 1, 2016 – Feb. 28, 2017

1. Sharron Harris reviews with members (shown on screen), MRM tasks to be accomplished in the upcoming grant year.
2. Sharron Harris asked for task leader and due dates for the work plan so it can get finalized.

The committee adjourned to hold the Planning Conference call: 3:00 – 3:43; participants: Jan Carl Park, HRSA Consultant; Monique Worrell HRSA Project Officer; Kristina Knight, Chris Ritter, Jason McMinn, MRM members in attendance and Melissa Rodrigo, Grantee Representative. Items discussed include:

1. PSRA process – According to Jan Carl Parks, it should be set in Winter & Spring, committee should make data request to grantee,
2. Prepare a PSRA work plan – Melissa Federman has been working on the work plan & timeline.

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3. According to Jan Carl Parks, the committee should look at what are markers for changes and if no change, keep as is – regarding service categories – the process needs to be data driven
4. Comprehensive Plan – work group has been established, invited to participate at March 9th meeting, work group will help to vet suggestions from the state. Discuss at the monthly meeting as to what the group is doing. Jason McMinn states he feels disconnected regarding this, Melissa Rodrigo and Sharron Harris stated that info has been given both verbally and through email form and members of the PC Comprehensive plan work group have been provided lots of input.

Next Steps

Announcements

Adjournment

Motion to adjourn: Naimah O’Neal Seconded: Brenda Glass

VOTE: Unanimous

There was inclement weather on this day

	MRM Member	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan '16	Feb '16	# of Abs.
1	Max Rodas Co-chair 03/2014-03/2017					P								2
2	Chris Ritter Co-Chair 07/2015 - 07/2018					S								4
3	Brenda Glass 07/2015 - 07/2018					R								1
4	Kimberlin Dennis 08/2013-08/2016													0
5	Naimah O'Neal 03/2014-03/2017													0
6	Clinton Droster 07/2015 - 07/2018													0

Staff: Sharron Harris, Pam Ditlevson, Melissa Rodrigo