

# **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, August 12, 2015**

**2:30 pm to 3:30 pm**

St. Augustine Health/Ursuline Piazza Campus  
7801 Detroit Avenue ♦ Cleveland, OH 44102

**Start Time: 2:45    End Time: 4:10    Co-chair: Max Rodas**

#### **Moment of Silence**

#### **Welcome and Introductions**

#### **Approval of Agenda, August 12, 2015**

Motion: Naimah O'Neal    Seconded: Elaine Henderson    In Favor: All

#### **Approval of the Minutes, June 10, 2015**

Motion: Naimah O'Neal    Seconded: Brenda Glass    In Favor: All

#### **New/Old Business**

##### **a. Plan & Conduct Targeted Outreach/Membership Activities – “Workgroup discuss Outreach Plan”**

1. Chris Ritter, Naimah O'Neal to head this work group, Sharron Harris will help guide them.

##### **b. Review, Revise & Implement/Enforce Planning Council Attendance Policy**

Committee members were encouraged to convene the Attendance Workgroup to review, revise and finalize the Attendance policy and replace the current attendance section in the draft Bylaws. Attendance Workgroup members are: Chris, Brenda, Elaine, Naimah, Clinton.

1. Members have requested that a key be added to the attendance section in the minutes so that they know what the highlights represent.

2. Naimah O'Neal suggested the Attendance Policy address the following attendance issues:

- How members and co-chairs will be held accountable for attending and being on time for meetings.
- What is considered late to a meeting (5,10,15 minutes)?
- Will a late arrival be considered absent?
- Should transportation reimbursement be provided if you arrive late?
- What consideration/flexibilities will members be given for emergencies (if any?)
- Will Conference call-in participation be allowed? If yes, then:
  - How many times can you call in?
  - Will call in participation be counted toward a quorum?
  - Can you vote?
  - Will it be counted as present for attendance

- Review/Revise Attendance Tracking Process for 2015 – The committee agreed to review the current attendance tracking process and to decide whether to revise it.

1. Clinton proposed the committee consider allowing members to vote at any committee meeting as long as they are appointed members. It was explained that the Bylaws would have to be updated to allow it.

2. Be proactive- track tardiness and reimbursement, pending applications, etc.

##### **c. Plan for New Member Orientation – possible date Sept. 9, 2015???** - The Committee needs to decide when to conduct training/orientation for the current & new members. It was proposed that the training be considered mandatory for all. Sharron Harris reviews the training outline (power point on the screen). Suggestions included:

1. Be direct with expectations as a committee member, attendance, committee of record, etc.

2. Decide what date & time (*length of training*) that will work best to conduct the training/orientation

##### **d. Discuss Mentorship Program Plan** – Brenda will send the mentorship program plan to Chris, Sharron & Max for review and discussion at next month's meeting.

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Next Steps – Recap action items!

**Announcements**

**Adjournment**

Motion: Naimah

Seconded: Elaine

	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								1
2	Chris Ritter Co-Chair 07/2015 - 07/2018					S								2
3	Brenda Glass 07/2015 - 07/2018					R								0
4	Elaine Henderson 08/2013 - 08/2016					A								0
5	Kimberlin Dennis 08/2013-08/2016													0
6	Naimah O'Neal 03/2014-03/2017													0
7	Clinton Droster 07/2015 - 07/2018													0

**RED** = Absent

Next Meeting: September 9, 2015 – 2:30-3:30pm, St. Augustine/Ursuline Piazza Campus

Visit the Ryan White HIV/AIDS Homepage at: [www.ccbh.net/ryan-white](http://www.ccbh.net/ryan-white)