

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, November 4, 2015

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ☐ Cleveland, OH 44102

Start: 2:35 End: 4:15 Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, November 4, 2015

Motion: Kimberlin Dennis; Seconded: Naimah O'Neal

Vote: In Favor: All (10) Oppose: 0, Abstain: 0

Approval of the Minutes, October 14, 2015

Motion: Naimah O'Neal; Seconded: Brenda Glass

Vote: In Favor: 9 Oppose: 0; Abstain: 1 (Elaine)

New/Old Business

a. Progress Report on MRM compliance with HRSA CAP

i. New Member Orientation/Training Program

Chris Ritter discusses the training and has provided his contact information if there are any problems or questions. He stressed that the MRM committee members should set an example by completing the training to show leadership and encouraged all to complete the training by the end of the year. This is instead of having to do Saturday training. He also recommended taking the online training annually and adding Training regarding Ethics, Conflicts of Interest and Code of Conducts to become part of the PCAT.

ii. New Member Recruitment Plan

MCM and social workers would be a great help in recruiting. Urgent to get this done, Chris Ritter will take the lead on speaking with Kim Rodas regarding help from MCM and Social workers. Members can use the Website for promoting recruitment, this makes it a fair & open process.

iii. Open Nomination Process – Policy & Timeline

The committee was reminded that HRSA recommended establishing a 3-month period to conduct the Open Nomination process. This means to recruit, vet, vote and forward a list of candidates to the grantee for submission.

Sharron Harris will provide the grid showing who currently fills what HRSA mandatory legislative categories.

iv. Tracking & Monitoring Attendance

b. Review & Implement Planning Council Attendance Policy

What is "in attendance" as per time that you are present mean. This is like a "job", there has to be a level of commitment. How many meetings can you miss, keep uniform. Feedback is that 15 – 30 mins is an unacceptable stipulation.

** Possible letter of support from employer when interviewing possible candidates.

1st issue is Punctuality, 2nd is Attendance Standards for chairs should be different than members.

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Chris Ritter introduces a point system to be used for the attendance
Discussion was very intense regarding attendance. Standards need to be created and put the standards into a policy.

Work group: Naimah O’Neal, Chris Ritter, Max Rodas, Tina Marbury, Clinton Droster

1. Punctuality process in writing
2. Points system will be emailed from Chris
3. How points are earned and lost
4. Time frame for open nominations
5. Members terms expiring, need 6 mo. for reapplication
6. Recruitments come to meetings for how long before becoming a member
7. Think through rating scale for reappointment of current members

c. Review Progress in 2015 PCAT & Create/Approve PCAT for Mar. 1, 2016 thru Feb. 28, 2017

PCAT progress is on schedule

d. Review new Mentor Program and Implementation Timeline

Brenda Glass developed a written a policy, Sharron Harris will email to members for review.

Next Steps - Complete training

Announcements - None

Adjournment - Motion: Kimberlin Dennis; Seconded: Clinton Droster

Vote: Favor: All Oppose: 0

	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								3
3	Brenda Glass 07/2015 - 07/2018					R								1
4	Elaine Henderson 08/2013 - 08/2016					A								2
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

Staff: Sharron Harris, Pam Ditlevson

Guest: Tina Marbury

Next Meeting: January 13, 2015 – 2:30-3:30pm, St. Augustine/Ursuline Piazza Campus
Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white