

**Cuyahoga Regional HIV / AIDS Health Services Planning Council**  
*Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties*  
Naimah O'Neal, James Stevenson – Co Chairs



**Community Liaison Committee (CLC) Minutes**

Wednesday, June 8, 2016

12:00 pm to 1:00 pm

St. Augustine Health/Ursuline Piazza Campus – 5th Floor Education Room  
7801 Detroit Avenue, Cleveland, OH 44102

Start: 12:00 End: 1:05 Co-chair: James Stevenson

Moment of Silence

Welcome and Introductions

Approval of Agenda, June 8, 2016

Motion: Clinton Droster Seconded: Naimah O'Neal

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

Approval of the Minutes, May 11, 2016

Motion: Tina Marbuury Seconded: Clinton Droster

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

**New/Old Business**

**a. Continue discussion on findings from May 5th Community Forum for potential directives.**

Sharron Harris reviewed the feedback from the May 5<sup>th</sup> forum and will use this for discussion toward possible directives. Sharron explains that the Grantee is willing to have a mandatory MCM training to ensure that MCM are giving accurate information.

Bryan Jones recommended having something in hard copy for consumers to take with them – suggesting to have MCMs possibly print services from the website to give to the client. Bryan Jones raised concerns again about the need for all transportation providers to offer Paratransit transportation options. Naimah O'Neal explained how agencies are different with different client needs and that Paratransit may not be a need for agency 1, and just because agency 2 has a bigger need, you can't force any agency to have to provide it if there is no need. Sharron Harris explained that when an RFP is issued, providers who wish to provide the service, must demonstrate in their proposal their capability to deliver the service in accordance with requirements. All providers may not have the capacity to offer ALL transportation option, nor do they have client needs for such. She suggested members consider looking into this issue during needs assessment to see if the data reflects a need. The paratransit conversation has taken up 20 minutes of the meeting. Sharron states to add this to the needs assessment discussion and ask the grantee to consider helping schedule a roundtable discussion to include providers that offer transportation services and figure out whether there are barriers related to this matter. Needs assessment can be a survey or a focus group, which can probe further for more refined feedback.

Sharron Harris reviewed the 2 directives (projected on screen).

**Directive #1** – *Plan and implement an annual mandatory training for Part A funded Case Managers, EIS and Outreach FTEs.*

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**Directive #2** – *Determine the system EIS funded providers utilize for monitoring and tracking referrals (successful & unsuccessful) and report progress annually to the Planning Council.*

She suggests that EIS and Outreach be monitored more closely, and to figure how providers can demonstrate their performance and whether the outcomes desired by the Planning Council is being achieved. She explained that directives go into the proposal and providers interested in providing the service must demonstrate they can adhere to them.

- b. **Set date for 2nd Community Input sessions (between Sept. – Nov. 2016)** - Members were asked to come up with date options so that planning can begin as soon as possible.
- c. **Plan ONE Community Information Forums per Quarter to educate PLWHA about PC funded services** - Sharron will come up with draft slides that explains who and what Ryan White is about for Naimah O'Neal to review and present at the August meeting. 1. Service definitions 2. How to get the Services, etc. Naimah O'Neal wants to start with the basics – who is Ryan White.
- d. **Identify a list of Capacity Building Training Activities for CLC members** (Must develop a monthly plan). CLC members were encouraged to consolidate this task with item “c.” Sharron Harris informed the committee that she will conduct a training at the August meeting on HRSA expectations for the role of consumers serving on Planning Councils.
- e. **Establish and maintain a PLWHA Community Events Calendar to target PLWHA** to attend and participate in PC activities (Must identify monthly events and plan 3 months in advance) – no progress was made on this task.

**Parking Lot Items**

Agenda Item E;

**Next Steps** – Naimah asked all members to come prepared to the August meeting with suggestions for dates, time and locations for the next community forum.

**Announcements**

ATF event “*Produce for the People*,” June 15<sup>th</sup>, 2016, 10:00 am until out of produce

**Adjournment** – Motion by: Kimblerin Dennis; Seconded: Bryan Jones;

**VOTE:** In favor – Unanimous



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**CLC Committee**  
**12:00 - 1:00pm**  
**Quorum = 4            2016/17**

	<b>CLC Committee Members</b>	<b>Term</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
1	<b>Naimah O'Neal Co-chair</b>	<b>3/14 - 3/17</b>	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>Y</b>
2	<b>James Stevenson Co-chair</b>	<b>8/13 - 8/16</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>
3	Bryan Jones	8/13 - 8/16	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
4	Clinton Droster	7/15 - 7/18	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
5	Kimberlin Dennis	8/13 - 8/16	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
6	Tina Marbury	7/15 - 7/18	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Y</b>
	as of 6/8/16		<b>4</b>	<b>3</b>	<b>5</b>	<b>6</b>