

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Chris Ritter, Brenda Glass - Co-Chairs



Membership, Retention and Marketing (MRM) Minutes

Wednesday, January 11, 2017

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 2:39 End: 4:25 Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, January 11, 2017

Motion: Clinton Droster Seconded: Naimah O'Neal

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

Motion Passes

Approval of the Minutes, September 14, 2016

Motion: Naimah O'Neal Seconded: Brenda Glass

VOTE: Favor: All Oppose: 0 Abstain: 0

Motion Passes

New/Old Business

a. Develop the committee 2017-2018 Work Plan

- 1- Change wording – “Review & Train on the Open Nominations Policy” – Start January
End February – Chris and Brenda
- 2- Keep – Start March 2017, End March 2017 - Chris and Brenda
- 3 -Keep – Start March 2017, End - Clinton Droster (Sharron will help)
- 4- Keep, but remove “in accordance with HRSA CAP” – Get feedback from all committees of
their needs to compile a training. Start March, End February – Chris and Brenda
- 5- Keep – Start April - Naimah O'Neal
- 6- Add – Conduct an open Nominations Process and make a “6a” – Start -Brenda
- 7- Keep – Start March End February – Naimah O'Neal
- 8 -Keep – Ongoing – Chris and Brenda

b. Vote and Approve Committee 2017-2018 Work Plan

Motion: Naimah O'Neal Seconded: Brenda Glass

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

c. Review & Approve PC Mentor Program Mentor Assignment

1. Naimah O'Neal will mentor Tracy Johnson
 2. Jason McMinn will mentor Maurice Smith
 3. Barb Gripshover will mentor Alan Taege
 4. Leshia Yarbrough Franklin with mentor Robert Watkins
 5. James Stevenson with LeAnder Lovett
 6. Kimberlin Dennis will mentor Terry Allan and Merle Gordon
- *Must make contact at least once a week

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

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

d. Review Progress on Special Open Nomination Session

There are 4 applications, Pam will schedule for interviews, and send out to members

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**Amended agenda, Chris Ritter requested to add:

e. Attendance

All Co-chairs will do their own committee attendance and report it to Pam.

The point system was discussed as for recording attendance. Several ideas are shared. The attendance will be enforced as of March 1st 2017. If any member falls 25% they will receive a verbal warning, below 30% get a letter, at 50% or below a removal recommendation will be made. It will go to Executive for discussion. Further discussion will take place.

Next Steps

a. February Agenda

Announcements

None

Adjournment

Motion: Kimberlin Dennis Seconded: Naimah O'Neal

VOTE: In Favor - All

MRM Committee		2016/17												
2:30 - 3:30pm		Quorum = 4												
MRM Member	Term	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	#
1 Chris Ritter Co-chair	7/15 - 7/18	Y	Y	Y	N	P	Y	Y						
2 Brenda Glass Co-chair	7/15 - 7/18	Y	Y	Y	Y	S	Y	N						
3 Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y	R	Y	N						
4 Naimah O'Neal	3/14 - 3/17	Y	N	Y	Y	A	Y	Y						
5 Clinton Droster	7/15 - 7/18	Y	Y	Y	Y		Y	Y						
6 Max Rodas	3/14 - 3/17	*	*	*	*		Y	N						
as of 1/9/17		6	4	5	4		6	3						

Staff: Sharron Harris, Pam Ditlevson

Guest: None