

# **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)**

Wednesday, April 12, 2017

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

Start: 2:55

End: 4:40

Co-chair: Chris Ritter

### **Moment of Silence**

### **Welcome and Introductions**

### **Approval of Agenda, April 12, 2017**

Motion: Clinton Droster    Seconded: Max Rodas

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

*Motion passes*

### **Approval of the Minutes, March 8, 2017**

Motion: Brenda Glass    Seconded: Clinton Droster

**VOTE:** In Favor: 4    Oppose: 0    Abstain: 2

*Motion passes*

### **New/Old Business**

- a. Develop & Implement a Comprehensive Planning Council Training Program
  - Sharron Harris reviewed training opportunities (projected)
  - Chris Ritter suggests to change the order between #6 directives – June 21st PC meeting
  - #9 – Epi – Sharron to possibly present in May, along with Vino Sundaram.
  - #5 possibly the June meeting
- b. Monitor and Enforce Planning Council Attendance
  1. Co-chairs are responsible for their committee attendance, and to reach out to members with poor attendance.
  2. Co-chairs do attendance for PC and Kimberlin will do attendance for Executive.
  3. Co-chairs report attendance concerns to Naimah who will reach out to the member.
  4. If no contact is made and the member is still negligent in attendance, a warning letter will be sent.
  5. If attendance problem is not corrected the member will be removed from the Planning Council.

Members were reminded that Addendum F is a placeholder in the Bylaws for a comprehensive Attendance Policy. The committee was reminded they need a motion form for the Exec and PC meeting to approve their attendance policy – Sharron had prepared a draft and presented it to the committee). The committee reviewed and discussed the Leave of Absence with Extenuating circumstances draft developed by Brenda and Naimah. It was developed to Add wording that allows PC members attending “other” committee meetings to count toward a quorum.

**\*\*Remove “Extenuating Circumstances” and add it to the attendance.**

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## **Next Steps**

- c. Review & Train on the Open Nominations Policy
- d. Conduct Bi-Annual Analysis of the PC Membership for the Federal Reflectiveness Mandate
- e. Develop & Conduct Targeted Outreach/Marketing Program Annually:
  - 1. Conduct an Open Nominations Process

**Announcements - None**

**Adjournment - Motion:** Naimah O'Neal      **Seconded:** Kimberlin Dennis

## **Attendance:**

	<b>S &amp; F Members</b>	<b>Committee Choice</b>	<b>Mar</b>	<b>Apr</b>
1	<b>Chris Ritter Co-chair</b>	<b>Primary</b>	<b>Y=20</b>	<b>Y=20</b>
2	<b>Brenda Glass Co-chair</b>	<b>Primary</b>	<b>Y=20</b>	<b>Y=20</b>
3	Kimberlin Dennis	3rd	<b>Y=10</b>	<b>Y=10</b>
4	Naimah O'Neal	2nd	<b>N=0</b>	<b>Y=10</b>
5	Clinton Droster	3rd	<b>Y=10</b>	<b>Y=10</b>
6	Max Rodas	2nd	<b>Y=10</b>	<b>Y=10</b>
7	James Stevenson	2nd	<b>N=0</b>	<b>N=0</b>
8	Desi Johnson	2nd	<b>N=0</b>	<b>N=0</b>
9	Alan Taege	2nd	<b>N=0</b>	<b>N=0</b>
10	Tracy Johnson	2nd	<b>N=0</b>	<b>N=0</b>
11	Jason McMinn	2nd	<b>N=0</b>	<b>N=0</b>
12	Robert Watkins	2nd	<b>N=0</b>	<b>Y=10</b>

Staff: Sharron Harris, Pam Ditlevson

Guest: Ronald Rolling, David Johnson