

# 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, August 8, 2018

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

**Start:** 2:50 p.m.      **End:** 3:39 p.m.      **Facilitating Co-chair:** C. Ritter

### **Moment of Silence**

### **Welcome and Introductions**

### **Approval of Agenda: (Aug. 8, 2018)**

Motion: B. Glass      Seconded: N. O'Neal

- Agenda amended to move item C to item A

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

### **Approval of Minutes: June 13, 2018**

Motion: N. O'Neal      Seconded: C. Droster

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

### **New/Old Business**

- a. Complete Open Nominations Process for New and Reappointed Members
  - i. Review membership recruitment efforts – no discussion held on this topic
  - ii. Finalize reapplication questionnaire
    - Members reviewed the list of 12 current members with expiring terms and list of new 9 new applicants to be interviewed for consideration.
    - Sharron will send reapplication form to members with expiring terms and ask for it to be returned by end of next week.
    - Plan is to schedule interviews for new applicants to be completed by end of August
      - Sharron will follow-up with new applicants & coordinate conference call line for interviews.
      - Prepare applicants' qualification statements and prepare for voting at the Sept. meetings.
    - Plan is to have membership packet ready for submission to the City of Cleveland and Cuyahoga County in October
  - iii. Determine interviews/vetting timeline and interview panel participants
    - Interview panel participants include, C. Ritter, B. Glass, N. O'Neal, and K. Dennis
- b. Monitor and Enforce Planning Council Attendance
  - Tabled until September meeting
- c. Finalize Training Schedule and Implement Training Program
  - Suggestion for combined PC/RAG meeting topic: "what are the struggles and/or issues around completing targeted testing"; "what are struggles/issues around linkage to care"
- d. Monitor Committee Work Plan for Compliance
  - Tabled until September meeting due to lack of time

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## **Next Steps**

None

## **Announcements**

None

## **Adjournment**

Motion: B. Glass

Seconded: N. O'Neal

	<b>MRM Members</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	
1	<b>Chris Ritter Co-chair</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	
2	<b>Brenda Glass Co-chair</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>20</b>	
3	Kimberlin Dennis	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>	
	<b>Total in Attendance</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	

**PC Members:** C. Droster; N. O'Neal

**Staff:** S. Harris; C. Boettler

**Guests:** None