

# 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) Committee**

### **Meeting Minutes**

**Wednesday, February 13, 2019**

**2:30 pm to 3:30 pm**

**St. Augustine Health/Ursuline Piazza Campus**

**7801 Detroit Avenue, Cleveland, OH 44102**

**Start:** 2:40 pm

**End:** 4:08 pm

**Facilitating Co-chair:** C. Ritter

#### **Moment of Silence**

#### **Welcome and Introductions**

#### **Approval of Agenda:** February 13, 2019

Motion: R. Rolling                      Seconded: B. Glass

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

#### **Approval of Minutes:** January 9, 2019

Motion: R. Watkins                      Seconded: C. Barnett

**VOTE:** In Favor: 6      Oppose: 0      Abstain: 2

#### **New/Old Business**

- a. Review/Finalize Draft Attendance Non-Compliance Notification Letter
  - S. Harris reviewed the draft letter with committee members
  - Committee members made edits to the letter
  - Motion to accept the non-compliance letter as edited was made by R. Rolling and seconded by C. Barnett.  
**Vote:** In favor - All; 0 opposed; 0 abstentions.
  - Motion made by C. Barnett to amend committee work plan to include the non-compliance review on a quarterly basis and was seconded by R. Rolling.  
**Vote:** In favor – All; opposed – 0; abstention – 0.
- b. Review/Discuss Mentor Program Questionnaire
  - Brenda will re-send the questionnaire to S. Harris so committee can review at March meeting
  - Mentor/Mentee assignment list for new members was completed
- c. Review Planning Council Reflectiveness
  - C. Ritter provided an explanation of the federal requirements for PC reflectiveness for the new members
  - Committee members agreed that target categories for recruitment should be:
    - Representation from Lorain County
    - Representation from Hispanic Community
    - Representation from the youth demographic
- d. Identify New Membership Recruitment Strategies
  - Committee discussed implementation of a re-application process for members whose terms are expiring but desire to be reappointed.

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## 2019 PC Training Plan

- a. Prepare 2019-2020 PC Training Plan
  - Tabled until March meeting (*S. Harris will incorporate the approved PSRA dates*).

## Next Steps

None

## Announcements

None

## Adjournment

Motion: C. Barnett

Seconded: K. Dennis

	<b>MRM Members</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
1	<b>Chris Ritter Co-chair</b>	<b>20</b>	<b>20</b>								
2	<b>Brenda Glass Co-chair</b>	<b>20</b>	<b>20</b>								
3	<b>Ronald Rolling</b>		<b>20</b>								
4	Kimberlin Dennis	<b>10</b>	<b>10</b>								
5	Clifford Barnett	<b>10</b>	<b>10</b>								
	<b>Total in Attendance</b>	<b>4</b>	<b>4</b>								

**PC Members:** M. Robinson-Statler; R. Watkins

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

**Guests:** S. Washington