

**Cuyahoga Regional HIV Prevention and Care Planning Council**  
*Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties*  
**Kimberlin Dennis, Christy Nicholls, Brian Kimball, Chairpersons**



**Executive Committee**  
**Meeting Minutes**  
**Wednesday, April 2, 2025 – 4:00-5:30 pm**

Executive (Exec) Committee Planning Council Members			Planning Council Attendees	Recipient Staff	Presenter(s)
1. Kimberlin Dennis		P		Lisa-Jean Sylvia	
2. Christy Nicholls		P		Brittanie Evans	
3. Brian Kimball		P		Anastassia Idov	
4. Naimah O’Neal		P		Zach Levar	
5. Faith Ross		P			
6. Clinton Droster		A			
7. Julie Patterson		P			
8. Billy Gayheart		P			
9. Deairius Houston		P			
10. Lorsonja Moore		P			
Total of 13 in attendance	P = Present A = Absent O (Other) = Phone				
Call to Order	Executive Co-Chair, Kimberlin Dennis called the meeting to order at 4:02 pm.				
Moment of Silence	In remembering all those past, present, and future in the fight against HIV/AIDS.				
Quorum Determination	9 of 10 Exec committee members present - quorum of six (6) needed.				
Welcome, Intros, and Conflicts of Interest	All members and recipient office staff were welcomed.				
Approval of Agenda	Exec Committee reviewed and approved the agenda for April 2, 2025. Motion made by Naimah O’Neal, seconded by Faith Ross Christy Nicholls – amend the time of the meeting from 5:00PM to 4:00PM <b>Motion to approve corrected agenda</b> Motion made by Naimah O’Neal, seconded by Faith Ross In favor: all; opposed: 0; abstained:				
Approval of Minutes	Exec Committee reviewed and approved the minutes from March 5, 2025. Minutes were amended to correct date and time at the top. Motion made by Naimah O’Neal, seconded by Faith Ross In Favor: all ; Opposed: 0; Abstained: 1 – Kimberlin Dennis				
Committees	<u><b>What are You Celebrating or What Support Do You Need for Your Committee Work?</b></u> Faith Ross – CLC had a phenomenal presentation about aging today from Benjamin Rose. Billy Gayheart – 2 interviews scheduled already Julie Patterson – We had a good meeting for prioritization of services. Still thinking about the conversation we had with HRSA and the issue regarding co-chairs and what will happen with my committee. Lorsonja – QI is trying to do a deep dive understanding the people not in care. Appreciate the resources from the recipient office in helping to understand the data. Deairius – Prevention met last month and had a presentation from Dr. Will about mental health services.				

<p><b>Executive Committee Business</b></p>	<p><b><u>Bylaws Review – Attendance and Term Limits</u></b>  <b><i>How can we update the attendance policy so that it is welcoming to new members, and simple to understand and track?</i></b></p> <ul style="list-style-type: none"> <li>• Appendix F: Attendance Policy, Section 4.6 Attendance</li> <li>• Are there particular things that are making it difficult to understand and difficult to track? <ul style="list-style-type: none"> <li>○ If we say that the expectation is to attend 100% of the meetings, that's a really high bar. We could say that the goal is to attend all meetings and make it clear that attendance is tracked.</li> <li>○ If your core subcommittee is Prevention, you aren't able to get 40 points per month</li> <li>○ Having to refer to a point system makes it a little more complicated. We could keep a point system and find ways to track it differently if we want to.</li> </ul> </li> <li>• For Prevention, if they attend all 4 meetings they have 100%. Lj – we can update the spreadsheet so that it works that way.</li> <li>• Julie – change language on pg 13 to take away 100% and make it more about what the expectation is. Each member is expected to attend all of the full PC meetings as well as all of their subcommittee of record meetings. Attendance is tracked using points as described in Addendum F.</li> <li>• Lj – it's appropriate to have multiple levels of commitment to get more people involved. We want to have multiple on-ramps.</li> <li>• Chairs don't get points for attending Executive meeting, but we could correct that.</li> <li>• Billy – Would like to get away from points and percentages entirely. People who are not living with cannot attend CLC, so they're losing out on those extra points. It's unbalanced.</li> <li>• Lj – We do need to track attendance, whether it's points or something else. If we do not track attendance, then we are limited in our ability to remove members who don't participate. We can adapt the point system. The point system gives a path for making up for missed meetings.</li> <li>• Christy – it would be nice if we had something like a medical leave policy.</li> <li>• Naimah – we used to have a leave of absence</li> <li>• Julie – not sure if HRSA allows medical leave</li> <li>• Lj – if HRSA allows medical leave, how do people feel about having it?</li> <li>• Kimberlin – I think we should have it.</li> <li>• Lj – will submit question to HRSA regarding medical leave and get an answer in writing.</li> <li>• Lj – section 4.6.1, remove language about attending in person.</li> </ul> <p><b><i>How might we adjust term limits so member term limits and co-chair term limits are not the same?</i></b>  <b>Motion to move this section and items A and C to the next meeting.</b>  Motion made by Naimah O'Neal, seconded by Julie Patterson  In favor: all; opposed: 0; abstained: 0</p> <p><b>a. Recruitment Update – moved to next meeting</b>  <b>b. Review and Finalize Plan for the New Member Orientation</b> <ul style="list-style-type: none"> <li>• Billy – New and pending members can show up a half hour early at 5:00</li> <li>• Lj – reviewed orientation slides. Joint welcome with exec co-chairs.</li> </ul> </p> <p><b>c. HRSA Site Visit – Thank you for your participation! – moved to next meeting</b></p>
<p><b>Approval of Planning Council Agenda</b></p>	<p><b>Exec Committee reviewed and approved the Full Planning Council agenda for April 16, 2025.</b>  <b>Motion: To approve the Full Planning Council agenda for April 16, 2025, as written.</b>  Motion: Naimah O'Neal, Seconded: Billy Gayheart  In favor: All; Opposed: 0; Abstained: 0  Christy – Mention bylaws review  <b>Motion to approve the updated agenda</b>  Motion: Naimah O'Neal, Seconded: Julie Patterson  In favor: all; opposed: 0; abstained: 0</p>

<b>Announcements</b>	Julie – Exec committee should try to attend event on 4/10 at LGBT Center to offer support.
<b>Adjournment</b>	<b>Meeting adjourned by Kimberlin Dennis at 5:35pm.</b> Motion made by Naimah O’Neal, seconded by Christy Nicholls