

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, May 11, 2016 Minutes

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ♦ Cleveland, OH 44102

Start: 2:55 End: 4:45 Co-chair: Brenda Glass

Moment of Silence

Welcome and Introductions

Approval of Agenda May 11, 2016

Motion: Naimah O'Neal Seconded: Kimberlin Dennis Favor: All Oppose: 0 Abstain: 0

Approval of the Minutes April 13, 2016

Motion: Kimberlin Dennis Seconded: Clinton Droster Favor: 3 Oppose: 0 Abstain: 1

New/Old Business

- a. Vote on Final Approval – “Open Nomination Policy & Work Plan”

Sharron Harris reviewed the language, she will circulate to members.

Motion to accept and move to Executive Committee for approval: Naimah O'Neal; Seconded by: Clinton Droster.

Vote: In Favor: 5 Oppose: 0 Abstain: 0

Motion passes

- b. Review Progress on Planning Council Training Program in accordance with HRSA CAP – No discussion on this topic due to time limitation.
- c. Monitor and enforce Planning Council Attendance – No discussion due to time limitation
- d. Targeted Outreach/Marketing Progress Update – Committee members were reminded that interviews are scheduled and Membership panel were given the new candidate interview times. Discussed Membership & reflectiveness, only Part C mandatory category left to fill.
- e. Monitor Committee work plan for compliance & Adjustments – No discussion due to time limitation.
- f. Review PC Mentor Program Motion Form for presentation to Executive Committee. Sharron Harris reviewed the language of the motion form which will go to Executive and full PC for final approval.
- g. Set June Agenda – Chris Ritter recommended that the committee set the agenda for the upcoming month at the conclusion of the prior month's meeting:

Committee members were reminded of the need for mission statements for all committees to be added to the agenda of the committee to help visitor attending the meeting better understand the meeting purpose. Co-chairs were encouraged to develop and present a recommendation to committee members.

Bylaws final review – Sharron review a few key sections of the Bylaws where revision were not review by the workgroup. Changes included:

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*****Section 4.4 Terms of Service** - the committee recommended new applicants serve an initial two year term, followed by a second term that will be for three years and the option to serve a third 3-year term. Terms will officially begin the first day of August and will end on July 31 following the appointed term. Sharron Harris made changes during the meeting and agreed to add language from the corrective action plan to allow members who term will expire an opportunity to continue to serve and vote until a suitable replacement is appointed.

*****Appendix F** (Attendance Policy) a placeholder was added to indicate that the attendance policy was under development

*****Article VI – Committees** – the expanded roles of each committee was reviewed and approved, including adding responsibility to maintain the Bylaws to the MRM committee.

*****Article XII – (Maximizing Part A Funds)** – the committee reviewed and approved the language to grants authority to the Cuyahoga County Board of Health (Part A Grantee) to reprogram Part A funds during the months of December, January and February as needed and without prior approval by the Planning Council in advance of the decision.

******* The committee discussed possibly requesting separate MAI data for PSRA.

******Chris Ritter made the motion to approve the revised Bylaws and forward them to Executive Committee for approval, the Motion was seconded by: Naimah O’Neal

Vote: In Favor – 5; Oppose – 0; Abstentions – 0;

Motion passes

Next Steps:

Announcements - None

Adjournment:

Motion: Kimberlin Dennis, Seconded by Naimah O’Neal:

MRM Committee				
2016/17 Quorum = 3				
MRM Member	Term	Mar	Apr	May
Chris Ritter Co-chair	7/15 - 7/18	Y	Y	Y
Brenda Glass Co-chair	7/15 - 7/18	Y	Y	Y
Kimberlin Dennis	8/13 - 8/16	Y	Y	Y
Naimah O'Neal	3/14 - 3/17	Y	N	Y
Clinton Droster	7/15 - 7/18	Y	Y	Y
as of 3/3/16		6	4	5

Staff: Sharron Harris, Pam Ditlevson

Guest: Jason McMinn, Robert Watkins,