

## **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, September 14, 2016

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

**Start: 2:50 End: 4:25 Co-chair: Chris Ritter**

**Moment of Silence**

**Welcome and Introductions**

**Approval of Agenda, September 14, 2016 – No quorum**

Motion: Seconded: Favor: Oppose: Abstain:

**Approval of the Minutes, August 10, 2016**

Motion: Seconded: Favor: Oppose: Abstain:

**New/Old Business**

- a. *Conduct Bi-annual analysis of PC membership for Federal Reflectiveness Mandate*
  1. Sharron Harris reviewed on screen current reflectiveness and was asked to update the reflectiveness grid to include newly appointed members.
  2. Outreach recruitment targets for the special open nomination period are:
    - a. Individuals under 40,
    - b. MSM,
    - c. Hispanics,
    - d. Youth; and
    - e. Transgender
  3. List of organizations that could help recruit for target population, invite to meeting
    - a. Nueva Luz – Hispanic,
    - b. LGBTQ – Pride Clinic in Lakewood
  4. \*\* Present options to Executive Committee regarding the October training. Option to move training to November\*\* (new member training: mandatory for new members, optional for other members), or hold training in October during MRM meeting (2:30-6:00 p.m.)
  5. Pam Ditlevson will email to the committee: membership and legislature from the Part A manual
  6. Obstacles are: lack of Spanish language translations & forms
  7. Target Lorain county, possibly even someone from Mercy
  8. Committee agrees to the draft flyer
  9. Work group: Chris - lead, Naimah, Tina, possibly Kimberlin and Brenda
- b. *Develop and Implement a comprehensive Planning Council Training Program in accordance with HRSA CAP* – the committee were reminded that all the training as recommended by HRSA in the Corrective Action Plan has been completed except, training on comprehensive strategic planning. Members were advised the comprehensive strategic planning would be included in the orientation training.
- c. *Monitor and enforce Planning Council Attendance*
  1. Start with co-chairs making calls – create a policy
  2. Appreciation program to acknowledge good attendance. The top 3 individuals and committee level will receive a certificate. This will be done at the November training.
- d. *Monitor Committee work plan for compliance*

## **Cuyahoga Regional HIV Health Services Planning Council**

*Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties*

**Chris Ritter, Brenda Glass - Co-Chairs**



1. Reviewed and most tasks are complete
- e. *Progress Report on PC Mentor Program Implementation*
  1. Under way, volunteers will be named at the September PC meeting

### **Next Steps**

None

### **Announcements**

None

### **Adjournment**

Motion: Chris Ritter      Seconded: Naimah O'Neal

	MRM Member	Term	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	# of Abs.
1	Chris Ritter Co-chair	7/15 - 7/18	Y	Y	Y	N	P	Y	Y						1
2	Brenda Glass Co-chair	7/15 - 7/18	Y	Y	Y	Y	S	Y	N						1
3	Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y	R	Y	N						1
4	Naimah O'Neal	3/14 - 3/17	Y	N	Y	Y	A	Y	Y						1
5	Clinton Droster	7/15 - 7/18	Y	Y	Y	Y		Y	Y						0
6	Max Rodas	3/14 - 3/17	*	*	*	*		Y	N						1
	as of 9/14/16		6	4	5	4		6	3						

Staff: Sharron Harris, Pam Ditlevson

Guest: Tina Marbury