

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, February 8, 2017

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 2:40 End: 4:55 Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, February 8, 2017

Motion: Naimah O'Neal Seconded: Brenda Glass

VOTE: In Favor: Unanimous Oppose: 0 Abstain: 0

Approval of the Minutes, January 11, 2017

Motion: Brenda Glass Seconded: Clinton Droster

VOTE: In Favor: Unanimous Oppose: 0 Abstain: 0

New/Old Business

a. Finalize Planning Council Attendance Plan

Q. Those who have to attend a mandatory state meeting and miss mandatory PC meeting; how is this addressed? Sharron and Naimah explain the situation, and a discussion took place to consider all aspects of variance for points. Members discussed allocating points to meeting attendance to provide the greatest flexibility for allowing members to maintain good attendance. Attendance plan will allow points for attendance for special meetings. Executive Committee will determine points for special meetings and members discussed whether the committee should be prepared to make a recommendation to the Executive Committee. No agreement was decided. According to the Attendance Policy, points will be awarded as follows:

Planning Council - 20

Sub-Committee of Record - 20

Sub-Committee - 10

Special Meetings - Points as determined by the Executive Committee to ensure attendance.

Motion to approve attendance plan with amendment Brenda Glass Seconded: Naimah O'Neal

VOTE: In Favor: Unanimous Oppose: 0 Abstain: 0

Motion passes

b. Review Attendance for Action – no additional discussion due to time limitations.

c. Review Progress on Special Open Nomination Session & Next Steps

**Pam will schedule and notify members of dates and time for interviews

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d. Develop a comprehensive Planning Council Training Program & Schedule – members agreed on the following Training Program activities and schedule:

1. Importance of PSRA – February PC meeting
2. Why data drives decisions/Present data for better understanding (include all 6 counties funded) – March PC meeting
3. How to chair a meeting (Robert’s Rules) – On deck

e. Leave of absence plan – members agreed to form a work group to develop plan, *(Naimah and Brenda will be the members and will email plan to Chris for input)*. A form had been created and previously proposed for use in requesting “Excused Absences.” Members reviewed the form onscreen, recommended removal of the term “excused absences” and the options provided for excuses. Form will be e-mailed to members for review and recommendations for revisions sent to Sharron for final revision and will be presented at PC *(email form to members and print copies)*.

Next Steps

a. Plan March Agenda – review absence plan, review attendance, progress of next steps for special nominations process

Announcements

Trauma Recovery Center, please refer to Brenda Glass for further details and/ or assistance

Adjournment

Motion: Naimah O’Neal Seconded: Kimberlin Dennis

MRM Committee		2016/17												
2:30 - 3:30pm		Quorum = 4												
MRM Member	Term	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	#
1 Chris Ritter Co-chair	7/15 - 7/18	Y	Y	Y	N	P	Y	Y						12
2 Brenda Glass Co-chair	7/15 - 7/18	Y	Y	Y	Y	S	Y	N						12
3 Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y	R	Y	N						12
4 Naimah O'Neal	3/14 - 3/17	Y	N	Y	Y	A	Y	Y						12
5 Clinton Droster	7/15 - 7/18	Y	Y	Y	Y		Y	Y						12
6 Max Rodas	3/14 - 3/17	*	*	*	*		Y	N						12
as of 1/9/17		6	4	5	4		6	3						12

Staff: Sharron Harris, Pam Ditlevson

Guest: Jeff Mazo