

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, June 14, 2017

11:00 am to 12:00 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 11:00 End: 12:15 Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, June 14, 2017

Motion: Naimah O'Neal Seconded: Max Rodas

VOTE: In Favor: All Oppose: 0 Abstain: 0, Motion passes

Approval of the Minutes, May 10, 2017

Motion: Naimah O'Neal Seconded: Max Rodas

VOTE: In Favor: All Oppose: 0 Abstain: 0, Motion passes

New/Old Business

- a. *Finalize decision on Attendance Policy* (Motion to Executive Committee)
PSRA = 30 pts. Per meeting plus 10 extra points for attending both meetings
Primary meetings = 20 pts. Other = 10 pts. Pam to change the YTD percentage to reflect current monthly percent.
- b. *Discuss Standard Operating Procedures for Attendance Management* - Order of attendance policy - 1st step: Co chair will call member, 2nd step: Naimah will call per recommendation from committee co-chair, 3rd step: Letter of concern will be mailed to member, 4th step: Removal. Notification regarding attendance will be on an individualized basis depending on the severity. Letters to be sent to: T. Johnson, L. Lovett,
**Send e-mail remind of reapplying to those whose terms are expiring
- c. *Open Nomination – Next Steps*
Chris Recommends holding another open nomination process. It was suggested to have case managers refer qualifying members, at least one / two for potential members.
- d. *Monitor and Report PC Mentor Program progress* - Mentor and mentee will be asked to meet after meeting to discuss/review the meeting. MRM will present this recommendation at the next Executive meeting. Kimberlin suggested that all co-chairs should send an email / text reviewing agenda and asking for RSVP to the meeting.
- e. *Review Committee work plan for compliance* – the committee work activity is on track
- f. *Quarterly Progress Report for Compliance with Committee Work Plan* - Sharron Harris will put together the committee accomplishments/progress and send them to the co-chairs to be presented at the PC meeting

Next Steps - None

Items Tabled until the August Meeting

- a. Review Planning Council Training Plan

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Announcements

PSRA July 12th & 19th

Adjournment

Motion: Naimah O'Neal Seconded: Brenda Glass

VOTE: Unanimous, Motion passes

MRM Members	Committee Choice	Mar	Apr	May	June
Chris Ritter Co-chair	Primary	20	20	20	20
Brenda Glass Co-chair	Primary	20	20	20	20
Kimberlin Dennis	Primary	10	10	20	20
Naimah O'Neal	2nd	0	10	10	10
Clinton Droster	3rd	10	10	10	0
Max Rodas	2nd	10	10	10	10
James Stevenson	2nd	0	0	0	0
Desi Johnson	2nd	0	0	0	0
Alan Taege	2nd	0	0	0	0
Tracy Johnson	2nd	0	0	0	0
Jason McMinn	2nd	0	0	0	0
Robert Watkins	2nd	0	10	0	10
		5	6	6	6

Staff: Sharron Harris, Pam Ditlevson

Guest: None