

# 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, August 9, 2017

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

Start: 2:46                      End: 3:52                      Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, August 9, 2017

Motion: Kimberlin Dennis, to approve the Agenda as revised adding a discussion to move the September meeting to 11:00 a.m. in September. The motion was seconded: Naimah O'Neal

**VOTE:** In Favor: All              Oppose: 0              Abstain: 0

Approval of the Minutes, June 14, 2017

**VOTE:** Motion: Naimah O'Neal              Seconded: Kimberlin Dennis

In Favor: 3              Oppose: 0              Abstain: 1

### **New/Old Business**

a. Develop and Implement a comprehensive Planning Council Training Program

i. *Review current training plan* – It was projected and reviewed, Sharron Harris will email the plan to members for their review.

ii. Identify Training Criteria to improve understanding of PSRA Process

1. Create a process “map” that could help show the PSRA process

2. Possibly do a “mock” Priority Setting Training

a. Have all members participate in a mock service ranking activity, Sharron Harris/Pam Ditlevson would compile the results

b. Start the process throughout the year, Strategy & Finance will take the lead for PSRA

c. Sharron will keep a bullet roster of suggestions

3. To solicit more consumer feedback for PSRA, explore having clients do a paper survey monkey while at the doctor’s office. Naimah suggested this also would create additional work for case managers.

It was suggested that something to think about is to create incentives for the Case Managers/social workers to help clients complete the survey. Maybe make a competition between the providers to complete the surveys. Possibly make this a directive.

\*Add to community forum feedback: You can change doctors if you want, train consumers at the community forums as to what their options are, i.e change doctor

b. Monitor and Enforce Planning Council Attendance

i. Review & approve PC Resignations & Termination Notices – *Move to September*

1. Sharron will share the letters

2. Pam will make suggested changes to attendance and email to members (Tally PC, Committee of Record, PSRA, Other)

(Sharron will send out excused absent form for committee feedback and revision)

ii. Standard Operating Procedures for attendance process – *Move to September*

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c. Discuss moving MRM to 11:00 next month - All in attendance voted in favor of changing the meeting time to 11:00 for the month of September only.

d. Upcoming agenda items

1. Reflectiveness
2. Removal letters
3. Open Nomination process

### Next Steps

b. Monitor and Enforce Planning Council Attendance

- i. Review & approve PC Resignations & Termination Notices – *Move to September*
- ii. Standard Operating Procedures for attendance process – *Move to September*

**Announcements** - none

### Adjournment

Motion: Naimah O’Neal      Seconded: Kimberlin Dennis

	MRM Members	Committee Choice	Mar	Apr	May	June	July	Aug
1	<b>Chris Ritter Co-chair</b>	<b>Primary</b>	20	20	20	20	N	20
2	<b>Brenda Glass Co-chair</b>	<b>Primary</b>	20	20	20	20	O	0
3	Kimberlin Dennis	<b>Primary</b>	10	10	20	20		20
4	Naimah O'Neal	2nd	0	10	10	10	M	10
5	Clinton Droster	3rd	10	10	10	0	E	10
6	Max Rodas	2nd	10	10	10	10	E	0
7	James Stevenson	2nd	0	0	0	0	T	0
9	Alan Taege	2nd	0	0	0	0	I	0
11	Jason McMinn	2nd	0	0	0	0	N	0
12	Robert Watkins	2nd	0	10	0	10	G	0
			5	6	6	6		4

Staff: Sharron Harris, Pam Ditlevson

Guest: Marlene Robinson-Statler