

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, January 10, 2018

11:00 am to 12:00 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 2:50 End: 4:20 Co-chair: Chris Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda, January 10, 2018

Motion: Clinton Droster Seconded: Kimberlin Dennis

Vote: In Favor: All Oppose: 0 Abstain: 0

Motion passed

Approval of the Minutes, October 11, 2017

Motion: Clinton Droster Seconded: Naimah O'Neal

Vote: In Favor: All Oppose: 0 Abstain: 0

Motion passed

New/Old Business

a. Create 2018 Committee Work Plan

Work Plan was projected and reviewed and the following changes noted:

1. **Item #1** - Review & Train on the Open Nomination Policy - change dates to Timeline March – April 2018.
2. **Item #2** - Change to "Monitor" and Enforce Planning Council Attendance – Timeline March 2018- Feb. 2019.
3. **Item #3** - Conduct bi-annual analysis of PC Membership for Federal Reflective Mandate change to February 2018 and August 2018 (*advise CLC members as well*)
4. **Item #4** – Develop & Implement a comprehensive Planning Council Training Program (*keep the same*) – *Timeline March 2018 – February 2019*
5. **Item #5** - combine with #1, language stays the same – Timeline March-Sept. 2018
6. **Item #6** – Implement PC Mentor Program (language stays the same – a form will be distributed to obtain a progress update on the mentoring process).
7. **Items #7** – Review compliance with committee work plan – language stays the same, Timeline March 2018 – February 2019.
8. **Item #8** - Member outreach to interested candidates – Timeline March 2018- February 2019.
9. **Item #9** – Quarterly Progress Report for Compliance with Committee Work Plan (language stays the same). Timeline 3/2018, 6/2018, 9/2018.

A vote to approve the 2018/19 Work Plan, the motion was made by Naimah O'Neal and seconded by Brenda Glass

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

Motion passed

b. **Approval of the Leave of Absence Form** – Tabled until February

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- c. **Develop & Implement a comprehensive Planning Council Training Program** – the following training recommendation were proposed:
- i. Training On Bylaws Compliance Forms – Sharron Harris, January 17, 2018
 - ii. U=U (Undetectable = Untransmittable) – Bryan Jones, February 21, 2018
 - iii. CLC Mini Outreach Presentation – Naimah O’Neal, March 21, 2018
 - iv. Directive Training – TBD
 - v. Overview of Attendance Policy & SOPs for compliance - TBD
 - vi. Open Nomination Process Training – TBD
- d. **Monitor and Enforce Planning Council Attendance** – This item was tabled to the February meeting. Sharron Harris agreed to develop draft Standard Operating Procedures (SOPs). Max, co-chair of S&F to discuss attendance with two of his committee member with attendance issues (Melissa Federman and Chris Krueger).
- e. **Monitor and Report PC Mentor Program Progress** - Co-chairs will get a check list inquiring if they have touched base with their mentee. Brenda will report at PC regarding the mentors/mentees program

***Chris wants reflectiveness on the agenda for February meeting.

Additional Discussion

Add Naimah O’Neal to the roster of members on the S&F Committee.

***Change Bylaws to reflect the new attendance Policy and SOPs to enforce attendance

It was agreed that Members could select two (2) committees of records

1st committee of record = 20 points for attendance

2nd committee of record = 10 points for attendance

Other committee’s = 10 points for attendance

The committee tossed around the idea of changing committee meetings / times and dates

It was recommended to change the attendance spreadsheet to reflect rolling calendar year (Jan-Dec)

*It was agreed that if you are a PC member you can vote on any and all voting matters

*PC training on directives was proposed for the January 21 Planning Council meeting, but was changed to provide training on the Mandatory Compliance forms needed annually:

1. Code of conduct,
2. Confidentiality
3. Conflict of interest
4. Acknowledgement of Receipt of Ohio Ethics Law

*Add to Executive agenda – discussion of co-chairs tracking attendance for their committee and communicating issues with their members, Sharron will draft the procedure for attendance monitoring, target February PC training

*Create form for attending HIV related meetings

Next Steps:

- a. Create Form for attending HIV related meetings
- b. Prepare an annual schedule to maintain PC Bylaws

Announcements - None

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Adjournment

Motion: TBD Seconded: TBD

MRM												
2:30 - 3:30pm												
Quorum = 2 2017/18												
	MRM Members	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
1	Chris Ritter Co-chair	20	20	20	20		20	0	20			20
2	Brenda Glass Co-chair	20	20	20	20		0	20	20			20
3	Kimberlin Dennis	10	10	20	20		20	20	20			20
		3	3	3	3		3	2	3	Training		3

Staff: Sharron Harris, Pam Ditlevson

Guest: Clinton Droster, Naimah O’Neal, Jeannie Citerman-Kraeger