

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 14, 2018

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

*The committee discussed the need to suspend all committee of records to improve committee's ability to establish a quorum for conducting committee official business.

Start: 2:50 End: 4:40 Co-chair: Brenda Glass

Moment of Silence

Welcome and Introductions

Approval of Agenda, February 14, 2018

Motion: Chris Ritter Seconded: Brenda Glass

In Favor: Unanimous Oppose: 0 Abstain: 0

Motion passed

Approval of the Minutes, January 10, 2018

Motion: Brenda Glass Seconded: Chris Ritter

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

Motion passed

**It was suggested to ask members; if they can no longer participate resign and is there another person to fill their position

New/Old Business

- a. Review PC Reflectiveness for Compliance & Recruitment Planning

Sharron Harris projected on the screen - A discussion took place regarding how to recruit needed members:

1. Should be emphasized that this is a safe space and disclosure is not mandatory.
2. Reach out to the transgender community.

*Sharron will revise the recruitment flyer be specific as to what categories are needed and change the tag line – "We need you", "Your voice matters", etc

*Contacts for possible recruits:

1. Business Volunteers Unlimited,
2. Hispanic Alliance, Esperanza Inc.,

Jason will look into these contacts (BVU)

- b. Finalize Implementation Plan for Planning Council 2018 Training Program

ACE-Adverse Childhood Event (Trauma informed care) Chris Ritter, presenter from Case

** Note for Jason – Directive for grantee to add ACE as a factor for VL suppression

- c. Review & Finalize Approval of the Leave of Absence Form

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d. Review Draft Standard Operation Procedures for Attendance Management

**Quorum= half the assigned PC committee members plus 1 (example: S&F members =6 – quorum is 4, any 4 PC members will constitute the quorum)

Sharron Harris will create the motion form

Motion: Chris Ritter Seconded: Brenda Glass

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

Motion carries

e. Monitor Planning Council Attendance for Enforcement Action

i. Procedure for PC members picking up their re-imbursements - MRM will be in charge of reimbursement for mileage discrepancies. PC member must stay at least 75% of the meeting, and you must contact MRM co-chairs if you are unable to stay.

Motion: Clinton Droster Seconded: Chris Ritter

In Favor: Unanimous Oppose: 0 Abstain: 0

Motion carries

**How to be a better committee member.

Next Steps

a. Present Plan for 2018 PC Training Program

Announcements

Adjournment

Motion: Chris Ritter Seconded: Brenda Glass

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

Staff: Sharron Harris, Pam Ditlevson

Guest: Jeannie Citerman-Kraeger, Clinton Droster, Jason McMinn, Naimah O’Neal, Marlene Robinson-Statler