

# **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, March 14, 2018

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

**Start: 3:00                      End: 4:35                      Co-chair: Chris Ritter**

### **Moment of Silence**

### **Welcome and Introductions**

### **Approval of Agenda, March 14, 2018**

Motion: Kimberlin Dennis                      Seconded: Jason McMinn

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

### **Approval of the Minutes, February 14, 2018**

Motion: Jason McMinn                      Seconded: Clinton Droster

**VOTE:** In Favor: 5                      Oppose: 0                      Abstain: 2

### **New/Old Business**

- a. Develop Standard Operating Procedures for Attendance Management
  1. *Monitor and Enforce Planning Council Attendance* - Members must email their co-chair and PC support if they will not be attending their committee of record. If they are attending an HIV/AIDS related meeting/conference then a summary of the meeting they attended is expected to be emailed to PC support. There will not be a form to be completed. Sharron will make a motion form for the Executive and PC committee's to put this into motion.
- b. *Conduct Bi-annual analysis of PC membership for Reflectiveness Mandate*
  1. Conduct an Open Nomination Process for recruitment - The focus will be in April
  2. Develop a marketing plan - The focus will be in April – Where will members go to recruit new members?
  3. Conduct targeted marketing and outreach - Chris suggested that a couple of members actually go out to Lorain to recruit new members
  4. Develop a Plan and monitor ongoing member outreach to interested candidates – Committee members agreed to follow-up with applicants who had already submitted application to encourage them to attend meetings.
    - i. Send Charmaine's application to Chris Ritter
    - ii. Send Ronald Rollings application to Sharron Harris
    - iii. Send David Johnson application to Naimah O'Neal
    - iv. Send Lanetta Byrd application to Brenda Glass
    - v. Send Andrew Barr application to Brenda Glass
    - vi. Send Clifford Barnett application to Clinton Droster
    - vii. Send Anthony Lawrence (Kenneth) info to Robert Watkins
- c. *Develop and Implement a Comprehensive Planning Council Training Program* – no discussion occurred on this topic, due to time limitation.

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- d. *Monitor PC mentor program for compliance* – no discussion in this topic occurred, due to time limitation.
- e. *Discuss Input for (PC Corner) Upcoming Newsletter from Grantee office* – no discussion on this topic occurred due to time limitation.

\*\* Need to discuss the PSRA attendance points – how will it be handled??

## **Next Steps**

- a. Review and train on the Open Nominations Policy
- b. Review targeted recruitment plan for concurrence.

**Announcements** - None

**Adjournment** - Motion: Brenda Glass                      Seconded: Clinton Droster

**MRM**  
**2:30 - 3:30pm**  
**Quorum = 2                      2018/19**

	<b>MRM Members</b>	<b>Mar</b>
1	<b>Chris Ritter Co-chair</b>	<b>20</b>
2	<b>Brenda Glass Co-chair</b>	<b>20</b>
3	Kimberlin Dennis	<b>20</b>
	<b>Total in Attendance</b>	<b>3</b>

**Staff:** Sharron Harris, Pam Ditlevson

**Guest:** Clinton Droster, Jason McMinn, Naimah O’Neal, Robert Watkins