

# 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) Committee**

### **Meeting Minutes**

**Wednesday, April 3, 2019**

**2:30 pm to 3:30 pm**

**St. Augustine Health/Ursuline Piazza Campus**

**7801 Detroit Avenue, Cleveland, OH 44102**

**Start: 2:44 p.m.**

**End: 4:05pm**

**Facilitating Co-chair: B. Glass**

**Moment of Silence**

**Welcome and Introductions**

**Approval of Agenda:** April 3, 2019

Motion: R. Rolling                      Seconded: N. O'Neal

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

**Approval of Minutes:** March 6, 2019

Motion: C. Barnett                      Seconded: C. Droster

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

### **New/Old Business**

#### **Discuss/Develop Leave of Absence Policy**

- Committee expressed need to move forward; discussed revision of attendance policy and to add the policy and affiliated documents to the Appendix F Section of the Bylaws.
- Discussion on need for leave of absence policy – the policy would have a six-month maximum limit.
- Suggestions removing “other” and “excused absence” language to eliminate confusion.
- It was agreed that Committee co-chairs would be informed to reach out to members with below 75% attendance.
- Non-compliance letters would be sent to members below 70% attendance.
- Revise the language in the attendance policy to reflect a 12-month calendar year, rather than a revolving 12-month cycle.
- Suggestion to amend “Request for Leave” & the Attendance policy to ensure consistency. S. Harris agreed to review and revised the “Leave of Absence and Attendance Policy for accuracy and bring the revised versions to the MRM May meeting for final committee approval.
- Members recommended to stay regularly focused on attendance.

\*Committee agreed to table the review of the questionnaire proposed for members seeking Re-appointment until next month. Among the questions included on the questionnaire, members would be asked to describe their contribution to the Planning Council from their prior term and why they feel they should be reappointed.

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## Discuss outreach/retention strategy for newly received PC applications

- Members discuss standard operating procedure for follow-up with new applicants. Suggestions were to follow up; S. Harris would, first review the application for completeness and make the initial contact with the applicant, then present the completed application to the Committee to assign an MRM member for ongoing contact with new applicants until their appointment to Planning Council.

## Update on New Member recruitment efforts

- Committee discussed various recruitment efforts. K. Dennis, T. Marbury and R. Watkins will recruit new candidates at their upcoming training session. Members also expressed maintaining confidentiality crucial in recruitment.

## **2019 PC Training Plan**

Tabled for next meeting

## **Standing Business**

Agree on MRM Committee work activity (if any) to be reported at Exec and Planning Council meetings

Tabled to next meeting

## **Next Steps**

Planning council retreat – Members had a brief conversation to re-visit the feedback from last year’s retreat at the focus for any upcoming plans to conduct the next retreat – further discussion was tabled for next meeting

## **Announcements**

None

## **Adjournment**

Motion: R. Rolling

Seconded: C. Barnett

	<b>MRM Members</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
1	<b>Chris Ritter Co-chair</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>0</b>						
2	<b>Brenda Glass Co-chair</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>						
3	Ronald Rolling	<b>0</b>	<b>20</b>	<b>20</b>	<b>20</b>						
4	Kimberlin Dennis	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>						
5	Clifford Barnett	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>						
6	Naimah O’Neal	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>						
	<b>Total in Attendance</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>						

**PC Members: C. Droster, R. Watkins**

**Staff: S. Harris; T. Mallory, M. Rodrigo**

**Guests: R. Bruce**