

Cuyahoga Regional HIV / AIDS Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Naimah O'Neal, James Stevenson – Co-Chairs



Community Liaison Committee (CLC)

Minutes

Wednesday, June 5, 2019

12:00 pm to 1:00 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

Start: 12:24pm **End:** 1:05 p.m. **Facilitating Co-chair:** J. Stevenson

Moment of Silence

Welcome and Introductions

R. Watkins expressed his apology to a member for a misunderstanding and stated the purpose of PC meetings is to unite members as one body, so they can carry out the Ryan White HIV/AIDS mission and accomplish its goals.

Approval of Agenda: June 5, 2019

Motion: R. Rolling Seconded: T. Marbury

In Favor: All

Approval of Meeting Minutes: May 1, 2019

Motion: R. Rolling Seconded: T. Marbury

In favor: All

New/Old Business

Debrief result of May 2, Community Forum

Discussion from committee on May 2nd Community Forum at Circle Health regarding feedback on how/if to proceed with forum venues going forward and, if so, what formats to use?

Committee members comment on the May 2nd forum were:

- The Promotional flyer was too busy,
- Maybe future events can be spread out in order to deliver message within a shorter framework
- Members expressed satisfaction of May 2nd forum, being informative and providing detailed written and visual material

Suggestions for improvements for future forums:

- Perhaps using one person, maybe two to move through each service category description and explain their service experience to fully engage the audience could be considered, as past forums have proven successful with this format.
- Presenters must be prepared and ready to explain an efficient manner the description and use of services they are presenting

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- Perhaps the CLC should allow for time to prepare and rehearse information and create effective market strategies of programs and services to be successful next time.
- We must ensure technology is working equipment in order to support presentations, as some past sessions have been unsuccessful and took up time due to technology failures. In all cases, it is important to stay prepared if technology fails.
- Getting more of the community involved, possibly team up and reach out to other geographical areas. Going out to different support groups have been effective, larger responses

The list of the suggestions for the next forum discussion will be added to the August meeting for further committee review. Discussion issues for resolution:

1. Do we want to partner with an existing community-based event for the next forum.
2. Do we want to continue forums in Cleveland, or possibly consider Lorain, Painesville, or other counties in the TGA, but outside of Cuyahoga County?
3. Do we want to keep the same format as the May 2, forum?
4. Do we want 1-2 people to present the service categories for efficiency or engage each Planning Council consumer to play a role.

Motion: C. Barnett

Motion to add community based-strategies to future CLC work plan

Seconded: R. Rolling

VOTE: In Favor: Unanimous

Motion carried

Assist with Statewide Needs Assessment Initiative

OU survey suggestion to use committee members for input

Next phase to survey HIV individuals on their needs

OU currently developing survey questions

Possibly will receive a sample for committee review/feedback, if not committee could write questions and submit to OU via the grantee representative

Needs assessment already on agenda, currently in need of survey feedback

- **Question:** Why can't committee submit questions, rather than receive prepared questions for their survey/feedback?

- **Comment:** Having committee members as part of the initial process will determine if committee questions are considered and reflected on surveys. Members want input into developing the questions on the surveys, not just commenting on the results.

S. Harris asked members to submit questions before June 19th, so the information can be sent to grantee's representative to the OU group.

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Monitor Committee Work Plan for Compliance

Tabled for next meeting; CLC committee will report

Standing Business

Agree on CLC Committee work activity (if any) to be reported at Executive & Planning Council meetings in August

Next Steps

Quarterly Progress Report tabled for August Meeting.

Announcements

C. Barnett and R. Rolling attended the Quality conference in Cincinnati, Ohio for four days. They enjoyed the conference and received a lot of valuable information regarding other consumers and programs, and meeting people from other regions and states. They also expressed that Cleveland Planning Council is now regarded as one of the best.

Adjournment: Motion: C. Barnett Seconded: R. Rolling

VOTE: In Favor: All

Motion carried

	CLC Members	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Naimah O'Neal Co-chair	20	20	20	20	20	0				
2	James Stevenson Co-chair	20	20	20	20	20	20				
3	Bryan Jones	20	20	0	0	0	20				
4	Tina Marbury	0	0	20	20	20	20				
	Total in Attendance	3	3	3	3	3	3				

PC Members: R. Watkins, K. Dennis, C. Barnett, C. Droster, R. Rolling

Staff: T. Mallory, S. Harris

Guests: E. McCray