

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, June 5, 2019

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 2:45pm

End: 3:50pm

Facilitating Co-chair: C. Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda: June 5, 2019

Motion: R. Watkins

Seconded: C. Barnett

VOTE: In Favor: All

Oppose: 0

Abstain: 0

Motion carried.

Approval of Minutes: May 1, 2019

Motion: R. Rolling

Seconded: M. Robinson-Statler

VOTE: In Favor: All

Oppose: 0

Abstain: 0

Motion carried.

New/Old Business

Schedule new candidate interviews & Interview Panel Members

S. Harris distributed list of current applicants

One applicant was removed due to conflict with work schedule.

- *Question:* Are new applicants required to attend three times consecutively?
- *Response:* No, it is a preferred goal, not a requirement, although attendance at meeting implies your interest.

C. Ritter recommended to consider incorporating the questionnaire into survey monkey to evaluate candidates and allow the system to collect the data. The result would be a data driven process. It was agreed that the highest priority is to recruit an individual recently released from incarceration and youth (under 30).

Schedule was done for PC applicant interviews with dates and times for member contact.

- June 12th – Interview Panel Members: Robert, Cliff, and Chris – 9-4
- June 13th – Interview Panel, Cliff, Sharron, Kimberlin, Ronald and Chris – 9-4
- June 14th - Interview Panel, Ronald, Sharron, Robert and Cliff – 9-4

S. Harris will prepare & distribute the interview schedule for each day's interviews, send the Interview questions and New Candidate recommendation form.

Final decision on use of re-appointment application

- **Suggestion:** Remove Question 3 – “If appointed what would you do to recruit new members?” Agreed to keep question. Add “use an additional sheet, if needed”
- **Recommendations:**

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1. Request time on the Case Management Training agenda for MRM to make a presentation for the need for consumer involvement.
 2. Get input from other committee members on how to improve and enforce attendance? Also remove the word enforce and keep the improvement of attendance statement.
- **Question:** Why multiple locations for meetings? Can meetings take place in one location; also consider input from guests, interested parties on available meeting places?

Motion by B. Glass to approve the Planning Council’s re-application questionnaire with additions; Seconded: C. Barnett

VOTE: In Favor: Unanimous

Motion carried.

Re-application questionnaire will be sent to Planning Council Member to re-apply.

Monitor Attendance Status for formal Reminder notification

Committee will reach out to members at or below 50% attendance Level.

2019 PC Training Plan

Recommendation to use September Combined meeting to discuss HIV testing site strategies S.Harris suggests formulating effective questions for Sept. discussion.

R. Watkins agreed to present the People 1st Training

Standing Business - Agree on MRM Committee work activity (if any) to be reported at Exec and Planning Council meetings - Tabled for next meeting.

Next Steps - Prioritize PC Retreat Recommendations – Next Steps, Tabled for next meeting.

Announcements - None

Adjournment

Motion: B. Glass Seconded: C. Barnett

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

PC Members: C. Droster, R. Watkins, M. Robinson-Statler, K. Dennis

Staff: T. Mallory, S. Harris

Guests: E. McCray