

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, May 1, 2019

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 2:37 pm **End:** 3:43pm **Facilitating Co-chair:** C. Ritter

Moment of Silence

Welcome and Introductions

Approval of Agenda:

Motion: R. Rolling Seconded: J. McMinn

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

Motion passes

Approval of Minutes:

Motion: R. Watkins Seconded: R. Rolling

VOTE: In Favor: 7 Oppose: 0 Abstain: 3

Motion passes

New/Old Business

Finalize review of Leave of Absence Policy - S. Harris reviewed the LOA form and discussed changes in the language made for consistency with the PC Attendance policy. Committee members provided input and agreed shall be LOA period will be three consecutive months
Question: What constitutes denial date? It is at the discretion of the committee.

It was recommended to add a line to form to include a reason of denial.

Motion to accept the LOA Request Form with committee approved additions as written

Motion: K. Dennis, Second C. Droster

Vote: In Favor: 9, Opposed: 1, Abstained: 0

Motion passes

Discuss outreach/retention strategy for newly received PC applications – Members were presented a list of seventeen (17) new application to the PC and reminded that the PC can recommend a total of 35 slots for appointment. *Questions:* How do we retain them for potential membership? *Response:* S. Harris recommends members send current PC meeting schedule and invitation to new applicants to keep them engaged. *Question:* Is more outreach needed? *Response:* Yes, more outreach needed to reflect Hispanic, youth, and transgender population in TGA demographics.

Schedule new candidate interviews & Interview Panel Members – S. Harris

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S. Harris reminded members that a list of the applicants was sent to four core membership members for review/follow up of applicants; the list will also be sent to remaining committee members. Members discussed concerns expressed about transportation related to new applicants interested in joining the PC from Lorain County. It was recommended to S. Harris send an email with blind copies to applicants with meeting info. Members were reminded that only nine slots available to fill. *Question:* How many meetings should be attended for new guests before consideration to PC? *Response:* No consensus was decided, but attendance is tracked by PC Support from the sign-in sheet and included in the minutes.

Review re-appointment application for final approval - S. Harris will send to committee for review – tabled until next month

2019 PC Training Plan – Committee members reviewed the 2019 Training Plan and were reminded that Part-A & B Utilization presentations will be conducted on May 15th; both help to inform the June 19th allocation process. Members were reminded that 60 surveys were received from the mini-outreach feedback, the top priorities were dental, primary care, and transportation. The PSRA final decisions are schedule for June 19th. Robert Watkins agreed to conduct the training on People First language.

Standing Business - Agree on MRM Committee work activity (if any) to be reported at Exec and PC meetings. Report- 1). Improvement process on LOA form; 2). New PC candidates

Next Steps

Prioritize PC Retreat Recommendations – Next Steps, tabled – possibly form a work group

Announcements - None

Adjournment

Motion: R. Rolling Seconded: M. Robinson-Statler

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

PC Members: J. McMinn, M. Robinson-Statler, R. Watkins, C. Droster

Staff: S Harris, T. Mallory.

Guests: T. Matthews, J. Mazo