

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, October 2, 2019

2:30 pm to 3:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 2:45 pm

End: 4:00 pm

Facilitating Co-chair: R. Rolling

Moment of Silence

Welcome and Introductions

Approval of Agenda: October 2, 2019

Motion: N. O'Neal **Seconded:** C. Barnett

VOTE: All Oppose: 0 Abstain: 0

Approval of Minutes: September 4, 2019

Motion: C. Barnett **Seconded:** N. O'Neal

VOTE: In Favor: 6 Oppose: 0 Abstain: 1

Motion: To consider criteria for evaluating re-appointments to PC and get clearer criteria to be appointment & re-appointed to PC be added to the New Business agenda item for 10-2-19 meeting.

Motion: N. O'Neal **Seconded:** C. Barnett

Vote For: All, Oppose: 0, Abstain: 0

New/Old Business

Discuss & Vote on Candidates for re-appointment to PC

Two term-expired candidates were not included on current re-appointment list, going forward, the committee suggested to:

1. Review the expiration dates of current members by the committee at the beginning of the Open Nomination process each year;
2. Develop a workplan for the Open Nomination Process schedule at the beginning of the process;
3. Look at how members represent HRSA requirements
4. Review members for relevancy and effectiveness to serve on PC
5. Criteria for Re-Appointments: Attendance, Community Involvement, Engagement and Participation (Volunteering, representing Planning Council), Recruitment
6. Censor Policy- to address sensitive issues, Official Sargent of Arms, Sensitivity Training to keep committee mindful and respectful?

The committee voted for 2-additional members with terms thought to expire in 2019.

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Resignation or termination letters to be sent:

- *Tammy Jones* – acknowledgement of resignation
- *Melissa Federman* – acknowledgement of resignation
- *Tim Leonard* – acknowledgement of departure from position represented on PC.
- *David Johnson* – Termination due to non-compliance with attendance policy.

November's MRM meeting will be replaced with New Member orientation training. Also, the November Planning Council meeting will include a social component to enjoy and socialize with each other, get to know new and old members learn something about each other.

Finalize Plans for Award/Recognition Program - Recommendation for:

1. Best Attendance Award - This award most appreciative and fair, other awards underscore commitment to serve on PC.
 - *Question:* How can someone with good attendance, up for an award get voted off the committee?
 - *Response:* Voting was not based on attendance only or regulated criteria and more on feeling which was not proper and why issue will be re-visited at Executive Committee.

Determine Selection Criteria for Awardees - The committee recommended criteria to include:

1. Attendance
2. Recruitment of new members to serve on PC; and
3. Committee involvement:
 - a. Volunteers to serve on work groups
 - b. Volunteers to make HIV-related presentations
4. Participation outside PC & bring back to PC
5. Compliance with PC Code of Conduct

Motion: To vote on three criteria for re-appointment: Made by B. Glass, Seconded: C. Barnett

Suggestion: To continue re-visiting criteria and add/take away as we go along.

VOTE: In Favor: 6, Abstain: 1, Oppose: 0

The committee was encouraged to distinguish criteria that can be measured through data, similar to attendance when identifying criteria for award recognition.

Motion: To table the discussion related to awards recognition criteria beyond attendance until next meeting in order to refocus and get better ideas on how to proceed.

Motion: C. Ritter, Seconded: N. O'Neal

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

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Recognize Everyone with 100% or Greater Attendance – the committee reviewed the names of the members with over 100% attendance as of August 2019.

Confirm Candidates for Award Recognition – All member with attendance exceeding 100% and Special co-chair recognition to be determined at the co-chair’s discretion.

2019 PC Training Plan - Review Training Plan – The committee agreed to receive the Equity, Diversity & Inclusion (EDI) training conducted by a representative from the Grantee’s office at the October 16th Planning Council meeting. S. Harris will coordinate with the Grantee’s office to arrange the training.

Confirm Training Recommendations for New Member Orientation

Discussion on suggestions for new member orientation process, facilitator will send slides to committee on how to proceed.

Standing Business

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

Next Steps

1. Housing Roundtable Workshop Initiative – Tabled
2. Opportunity to Present at MM Training – Tabled
3. Prioritize PC Retreat Recommendations – Next Steps - Tabled

Announcements - None

Adjournment - Motion: C. Barnett Seconded: N. O’Neal

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

PC Members: C. Droster

Staff: T. Mallory, S. Harris

Guests: J. Mazo, F. Ross