

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, September 2, 2020

2:30 p.m. to 3:30 p.m.

Start: 2:35 p.m.

End: 4:00 p.m.

Facilitating Co-chair(s): K. Dennis, B. Glass

Moment of Silence

Welcome and Introductions

Approval of Agenda: September 2, 2020

Motion: K. Dennis Seconded: C. Barnett

In favor: All Opposed: 0 Abstained: 0

Approval of Minutes for August 5, 2020

Motion: K. Dennis Seconded: C. Barnett

VOTE: In Favor: 10 Opposed: 0 Abstained: 1

New/Old Business

Create PC 2020 Training Plan

In March, the committee had just begun working on a plan. One item discussed for training was a presentation from the AIDS Educational Training Centers (AETC) explaining their role and what they do. The facilitator gave a preview of their website and upcoming webinars on the screen. The grantee also stated that AETC’s biggest event is an annual state conference where people share information and get ideas on what other areas are doing. They also provide guidance that address clinical quality.

**Question:* What is the best information we want to get from AETC and what do we want to hear from them?

**Comment:* We didn’t know their focus was on providers. It was assumed by many that they worked with patients, so the information just shared gave a little more clarity.

- AETC will be invited to provide their overview on Wednesday, October 21, 2020 at the full PC meeting. The committee will further discuss how AETC they can help planning council improve care for PLWH/A.

- Planning Council New Member Orientation Training will be held on November 4, 2020.

- Impact of Covid discussion on November 18, 2020, at full PC meeting.

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The committee will look at how Covid is affecting PLWH/A, with mental health and other negative issues, and find ways to proactively assist them. They will also welcome presentations from case managers and social workers for their input.

The next planning sessions are set to finish out the year in January and February.

Establish PC Members Wellness Check-in Policy to cope with COVID isolation concerns

A suggestion was made for members to consider developing a phone chain to check-in on everyone and make sure they are okay and communicating with each other, particularly at this time. The committee also discussed using the mentor program. They also said there needs to be some type of follow up to ensure mentors are contacting mentees. It was advised that mentors provide monthly mentor checks, as the mentor role is designed to maintain open lines of communication and encourage involvement for new members. It was also suggested that perhaps a report could be presented each meeting providing contact updates. It was agreed, however, that it may be best for now to just make contacts and not overload, as some members may have lost interest and prefer not to be contacted. CLC Chair, N. O'Neal agreed to take the lead and contact new members. Details regarding mentor assignments are noted in the February 5, 2020 Membership, Retention & Marketing (MRM) minutes.

Develop Ryan White & Prevention Integration Strategy

The MRM Co-chairs recently reviewed the Broward County model for integrating Prevention into HIV bylaws for planning councils. The goal is to put something together either by incorporating the changes as an addendum or separate sections for HIV and Prevention. It was noted that the Broward County model shows operating procedures on their integration efforts, but their policies are not in line with Ryan White Part A. It may not be the best model because the RW planning council has specific procedures that must be done and those legislative responsibilities must be clearly defined when incorporating Prevention. The main differences are that planning council makes fiscal decisions and prevention, does not. Prevention looks at prevention-related responsibilities, like testing and at audiences reached with Epi data.

**Comment/Question:* J. McMinn - The plan is good, but not sure of the approach. What will a stand-alone committee look like, who will be participating? How can they move us along and how will this benefit the members?

**Response:* Grantee - This would not be a sub-recipient committee. It would be separate subcommittee meetings. They would not vote on PC issues and would not be required to go through the County administration for membership approval.

**Comment/Question:* R. Watkins - The committee would like to get more information on what is needed to step up what has already been done in Quality Improvement committee for years. It appears we are covering over the same road again.

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**Response:* S. Harris - We want a sister Prevention standing committee and those that are current PC members can also participate on the Prevention committee and would go through their process to serve.

R. Watkins asked to be part of the Prevention committee and will send starting base information to S. Harris to review.

**Comment:* R. Watkins -Regarding prevention, linkage to care is the best way to keep people healthy and we need to find a way to do that, possibly with a subcommittee. However, adding another day and time for a meeting may be an issue.

**Comment:* N. O'Neal – In order to end the epidemic, we need to think outside the box, having operated in silos for years and gotten where? We should consider including PLWH/A, early in the process, so as not to get into trouble and can move further along and add another committee to come on board with the planning council.

**Response:* Grantee - HRSA and CDC would like HIV and Prevention to integrate and the recommendation is for the committee to work on both a community wide assessment and a linkage to care plan.

The committee will further discuss and decide the best way to integrate the work that both groups perform into the bylaws and come up with an integration plan on how to they should proceed. At the next meeting, the committee will also discuss how other jurisdictions have merged to help them see how they can integrate the Prevention group into the RW Planning Council.

PC Bylaws Review & Update

It was suggested for committee members to invite former RAG members to attend PC meetings in an effort to help recruit members for the Prevention committee. It was also noted that most RAG members were paid by the City and may not want to voluntarily sit on this committee. The committee was encouraged to think broadly about how to build the best Prevention committee possible. Further discussion will continue in October.

Parking Lot

Review & Agree on a Final Scoring Process

The scoring process has to be finalized but is tabled for now. These items will remain until we figure them out.

We are very pleased and appreciative of the tremendous efforts demonstrated by our newest PC members. We are still awaiting their final confirmations from the County and will provide updates as soon as they become available.

Review & Approve draft Re-appointment Application

Tabled.

