

**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 7, 2020  
2:30 pm. to 3:30 pm.**

**Start:** 2:40 pm      **End:** 3:58 pm      **Facilitating Co-chair:** K. Dennis

**Moment of Silence**

**Welcome and Introductions**

**Approval of Agenda: October 7, 2020**

**Motion:** C. Droster      Seconded: C. Droster

In favor: All      Opposed: 0      Abstained: 0

**Approval of Minutes for September 2, 2020**

Motion: C. Barnett      Seconded: C. Droster

**VOTE:** In Favor: 11      Opposed: 0      Abstained: 1- D. Houston

**New/Old Business**

**Finalize PC 2020 Training Plan**

The following are updates for the PC 2020 Training Plan. The committee was asked for recommendations on possible trainings or ways to improve trainings, as one objective of the Membership, Retention & Marketing committee, is to promote training that will benefit the entire planning council.

**October 2020 Training:**

- Understanding the S&F Fiscal Report was presented in S&F today.
- Jane Russell, from the Aids Educational Training Center (AETC), will provide the committee with an overview of their mission and services at the October 21<sup>st</sup> full Planning Council meeting.

**November 2020 Training:**

- Reallocation will be conducted during S&F committee on Nov. 4<sup>th</sup>.
- Carryover will be conducted during S&F committee on Nov. 4<sup>th</sup>.
- Annual Membership Training will be conducted from 2:30-5:00pm during the MRM committee on Nov. 4<sup>th</sup>

**January 2021 Training:**

- PSRA Training will be conducted on Jan. 6, 2021 in S&F committee.

**February 2021 Training:**

- Updated Bylaws integrating HIV Care and Prevention will be conducted on February 17, 2021 at the Full PC meeting.

**March 2021 Training:**

- Bylaws Confirmation Forms Overview will be conducted on March 17 at Full PC meeting.

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A suggestion was made to have training on the data prevalence of HIV in our community.

The MRM committee will be updating the current PC Bylaws to integrate HIV Care and prevention. The plan is to complete the update by February 2021 and present the revised Bylaws to the PC for vote and final approve at the February 17, 2021 PC meeting. The objective is to begin the new grant year, starting March 1, 2021 with the new Bylaws in place. The Bylaws integration must be done as comprehensively as possible, so it does not appear as two, separate objectives.

A training session on the AEAM Assessment of the Efficiency of the Administrative Mechanism (AEAM) must be done in 2021, so that the assessment can be included in the HRSA grant.

*\*Comment:* D. Houston – The stigma, derogatory words training was very beneficial. Perhaps something like that would be good to do again.

*\*Response:* S. Harris – We will try and include that training again at on the next full planning council agenda in November or possibly the January agenda.

*\*Question:* N. O'Neal – About peer model training, is someone assigned to do that, and was it supposed to be on the CLC subcommittee agenda, first?

*\*Response:* S. Harris –We will try to schedule peer training for next month on the CLC committee agenda.

### **PC Members Wellness Check-in Update**

One member, who received a well-check call, attended the meeting today. New 2019 PC applicants were contacted by the facilitator to be reminded about their upcoming confirmation approvals from the County. The committee was encouraged keep up with contacts and to stay in touch so that no one falls through the cracks for lack of communication.

### **Ryan White & Prevention Integration Strategy & PC Bylaws Update**

#### **Schedule**

The committee has been looking at various Bylaws from other project offices. The first task needed will be to assemble a work group that can focus on updating the Bylaws, which may require having offline meetings, as well. The group's first discussion will be on deciding the best time to conduct the one-hour discussions, afterwards, the group will need to come up with a new name that includes both HIV Care and Prevention. The Bylaws currently reflects Part A Ryan White, but the name must also include Prevention in the title. Regional 3, now includes both Part A Ryan White and HIV Prevention, (all six (6) counties in the TGA is covered by HIV Prevention and Care.

*The current volunteer for the Bylaws workgroup members are: Clifford Barnett, Naimah O'Neal, and Faith Ross.*

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*\*Question:* J. McMinn -Does Prevention have mandates like Part A does?

*\*Response:* S. Harris – No, there are no legislative mandates, but we need the approach for providing services addressed for prevention, same as . For instance, in Section 1 of the current Bylaws, there are roles for Part A that must always be incorporated for Prevention; like annual plans, also we have to upgrade the mission statement to speak on Prevention and Care.

*\*Question:* D. Houston – Is there a way we can use information from former RAG meetings material that may help or give insight with the Prevention integration process? If so, there may be material, LaRaun may be able to provide information.

*\*Response:* S. Harris – LaRaun was just contacted to get input on any information he may have, or know of, that would be helpful to this process and he has agreed to look into what is available and get back to the committee.

### **The following are some name suggestions for the new/revised Bylaws:**

1. Cuyahoga Regional HIV Care/Prevention and Health Services Planning Council – C. Barnett

2. HIV Care and Prevention Advisory Group – R. Watkins

3. HIV Care and Prevention Planning Council – B. Glass

4. The current name, with an addition to include “and Prevention.” Also, we should keep planning council in the name, as well as the Cuyahoga Regional. “*Cuyahoga Regional HIV Health Services Planning Council and Prevention*” – K. Dennis

5. HIV Regional Care and Prevention Health Services Planning Council – B. Glass & S. Harris

The committee agreed that Care should be placed before Prevention for each name suggestion and that Cuyahoga County should be included.

**Other things to consider:** Who will be the Prevention officers? Currently, the Planning Council has three Executive Committee Co-chairs and two Co-chairs for each Subcommittee. Should this be the same for Prevention? As for the meeting schedule, will the prevention meeting schedule be similar days as Part A meetings? If yes, we could use the similar language. Also, to be considered, adding responsibility for Prevention membership & recruitment to our current Membership Committee duties and will there be any amendments to be included to the Bylaws that are unique to prevention. This will all require more detail added to the Bylaws for Prevention?

The facilitator will organize and send the list of names out, so as to get things moving along. The goal is to get the bulk of the Bylaws project done in December

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since there are no Part A meetings in December. The plan is to have everything completed by February 2021, so there can be a full vote for the updated Bylaws at the February PC meeting.

### **Parking Lot – all items tabled**

- Review & Agree on a Final Scoring Process for selection of new PC applicants
- Review & Approve draft Re-appointment Application for current members applying for reappointment to PC
- Create Guidance for re-appointment to PC

### **Announcements**

S. Harris – The pending new PC applicants were reminded to lookout for upcoming information regarding Cuyahoga County Boards & Commissions confirmations arriving soon. They may also be invited to a virtual meeting on October 20<sup>th</sup>, which is typically at 10:00 am, and may include a question and answer component.

M. Rodrigo – Forthcoming is an e-mail regarding creating one-word to be included in a video link on how Ending the HIV/A Epidemic (EtHE) impacts you. Further information, along with links, will be sent out following the meeting today. Additionally, the Cuyahoga County Board of Health (CCBH) currently has several openings for Disease Intervention Specialists, located on our website at: <http://www.ccbh.net/jobs/>. Please share this info with anyone who may be interested.

B. Glass – Please send future e-mail correspondence to my personal e-mail at: [brendal54@sbcglobal.net](mailto:brendal54@sbcglobal.net).

### **Adjournment**

Motion: C. Barnett

Seconded: C. Droster

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

PC Members: C. Droster, J. McMinn, M. Robinson-Statler, R. Watkins, B. Gayheart, F. Ross,

Attendees: none

Staff: M. Rodrigo, S. Harris, G. Agosto, T. Mallory