

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, November 4, 2020

2:30 pm. to 3:30 pm.

Start: 2:35 pm **End:** 4:16 pm **Facilitating Co-chair:** B. Glass, S. Harris

Moment of Silence

Welcome and Introductions

Approval of Agenda: November 4, 2020

Motion: R. Rolling Seconded: C. Barnett
In favor: All Opposed: 0 Abstained: 0

Approval of Minutes for October 7, 2020

Motion: R. Rolling Seconded: C. Barnett
VOTE: In Favor: All Opposed: 0 Abstained: 0

New/Old Business

New Member Orientation/Refresher Training

The Ryan White Planning Council Orientation/Refresher Training began with a summary of the origins of the Ryan White program and its importance to Planning Council members. The Ryan White HIV/AIDS Program was named after 14-yr. old Ryan White, who was diagnosed with AIDS following a blood transfusion in December of 1984. Ryan White died in April 1990, one month short of his high school graduation and only months before Congress passed the legislation bearing his name in August 1990 - the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act. The law has since been amended four times from the law's initial passage, which expired but funding continues to be authorized and it remains active and carried out through the U.S. Health Resources Services Administration (HRSA) that administers funding of the grant. The program, which marked its 25th anniversary on August 18, 2016, no longer just provides emergency care, but now includes routine care services for People Living with HIV/AIDS (PLWH/A).

Listed is an outline of each Planning Council Subcommittee and its responsibilities.

Community Liaison Committee (CLC) – This committee is the community voice that advocates for PLWH/A, and is exclusive only to members who are living with HIV/AIDS.

Strategy & Finance Committee (S&F) – This committee has responsibility for monitoring utilization and spending for RW funded HIV related services.

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Chris Ritter, Brenda Glass - Co-Chairs



They lead in the Priority Setting & Resource Allocation process on behalf of the PC, which is the highest priority & responsibility of the Planning Council.

Membership, Retention, and Marketing (MRM) – This committee is responsible for recruiting, retaining, and maintaining a solid membership base, as well as overseeing the PC Bylaws process, conducting new applicant interviews and selections, and providing ongoing training as needed.

Quality Improvement (QI) – This committee is in charge of managing, assessing, and finding ways to improve the quality of all services provided under the Ryan White program for PLWH/A. They also take the lead in managing the Directives process, another responsibility of the Planning Council.

Executive Committee (Exec) – This committee is led by three Executive Co-chairs representing the 1). City of Cleveland, 2). Cuyahoga County, and 3). A Planning Council member living with HIV/AIDS. The remaining members are comprised of two Co-chairs from each subcommittee. They oversee the work/decisions of the subcommittees and issues given from individual members as well as from each subcommittee. The Executive Committee members approve all decisions before they are presented to the full planning council. The Executive Co-chairs are also the official representation of the Planning Council externally.

Full Planning Council (PC) – This committee is comprised of all planning council members. Updates are provided from each subcommittee, as well as housing HOPWA, Part B Ohio Department of Health, and Medicaid updates.

Additional notes:

Each subcommittee has two Co-chairs that serve as administrative officers for their committees and every member must select a Committee of Record.

Thirty-three percent (33%) of Planning Council must be made up of People Living with HIV/Aids (PLWH/A) and not affiliated with Part A service providers. HSRA designates 15 mandatory membership categories that Planning Councils are required to fill and report on annually.

There must be an Open Nomination process to recruit, advertise and fill positions open on Planning Council.

HSRA wants members to begin as advocates and become planners that analyze HIV funding and service needs and come up with strategies to improve health outcomes for PLWH/A.

It is important to learn the legislation and the Ryan White HSRA requirements.

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Chris Ritter, Brenda Glass - Co-Chairs



Comments/Questions:

**Comment:* N. O'Neal – For CLC, lately it's been noticed that people who may or may not be positive have been on the CLC meeting call. Sometimes new members may not always be comfortable asking questions.

**Response:* S. Harris – The CLC Co-chairs must seek approval from CLC members before allowing non-PLWH/A to participate in CLC meetings. Now during Covid, perhaps things have allowed people more accessibility to join virtual calls and meetings. So, maybe members should not disclose HIV status at this time.

**Question:* J. Patterson - Have we not come up with excused absences?

**Response:* N. O'Neal – No, because points values are allocated for attendance, members can make up missed meetings to maintain good attendance.

**Response:* B. Glass – Also, excused absences became too hard to determine. This policy also encourages opportunities to get point to build your attendance record by attending other subcommittee meetings.

**Response:* S. Harris – Also, sitting on a current ad hoc committee, like the Bylaws update committee, can help build your attendance record.

Parking Lot

Ryan White & HIV Prevention Integration Strategy – S. Harris

Partnering with Prevention is helpful as Prevention can target testing and education to help reduce the spread of HIV. There will be a prevention committee implemented so as to work seamlessly with Planning Council in these efforts.

**Question:* R. Watkins: Where would monies come from for testing?

**Response:* S. Harris - From the Centers for Disease Control (CDC) primarily. Ryan White funds come from HRSA; the CDC is another division under the U.S. Department of Health and Human Services (HHS).

Decide on New Name for Region 3 – Part A Planning Council & HIV Prevention

The first task was to come up with name options. These suggestions will be brought to full Planning Council at the November 18th meeting.

PC Bylaws Update Activity & Schedule

The work group currently consists of: C. Barnett, F. Ross, N. O'Neal, R. Watkins, J. Patterson, and R. Rollins. We will set up weekly, 1-hour calls on how to proceed with the Bylaws updates. We would like to complete the Bylaws update by the end of the grant year (Feb. 2021) and vote on approval at the Feb. 2021 Planning Council meeting. The goal is to begin operating under the new Bylaws with the new grant year (March 2021). Lots will be done in December to get organized. The Bylaws are being updated only to add Prevention, this is not an overhaul.

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Chris Ritter, Brenda Glass - Co-Chairs



Upcoming PC Trainings

This will be postponed for a later time – picking up with Section 6 of the Orientation/Refresher training.

Review & Agree on a Final Scoring Process

Tabled

Review & Approve draft Re-appointment Application

Tabled

Create Guidance for Reappointment to PC

Tabled

Announcements

None

Adjournment

Motion: C. Barnett Seconded: R. Watkins

Attendance

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

PC Members: C. Nicholls, M. Robinson-Statler, R. Watkins, B. Gayheart, T. Johnson, L. Lovett, J. Mazo, J. Patterson, F. Ross

Attendees: M. Jackson-Rollins

Staff: S, Harris, T. Mallory