

# **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) Minutes**

**Wednesday, March 3, 2021**

**2:30 am to 3:30 pm**

**Start:** 2:35 pm

**End:** 3:47 pm

**Co-chair: B. Glass**

### **Moment of Silence**

### **Welcome and Introductions**

### **Approval of Agenda: March 3, 2021**

Motion: N. O'Neal      Seconded: K. Dennis

Vote: In Favor: All      Opposed: 0      Abstained: 0

### **Approval of the Minutes: February 3, 2021**

Motion: J. Mazo      Seconded: K. Dennis

Vote: In Favor: All      Opposed: 0      Abstained: 0

**Addendum to the Minutes:** B. Gayheart – Requests a correction to the Feb 3<sup>rd</sup> minutes by adding his name to the attendance list.

### **New/Old Business**

#### Open Nomination Work Plan

- Review Revised PC Application – Ongoing discussed the minor revisions to the PC Application to incorporate new name for use to recruit prevention candidates.
- Create Guidance for re-appointment to PC - The committee discussed last year's effort to create the criteria for evaluating the reappointment of current PC members for being re-appointed. The committee was asked to consider suggestions for creating a form, gathering feedback on how to improve the process and to think about how re-appointments contribute or benefit the PC. The facilitator and MRM committee members agreed to search their old notes for criteria previously discusses to identify what was previously agreed on for re-appointments and discussed developing a specific re-appointment application.

#### Additional updates/notes:

- Currently the following applications are on file seeking to join or be re-appointed the PC:

- 1) U. Carter, Care Alliance
- 2) J. Citerman-Kraeger, CDPH
- 3) B. Jones, former member, seeking to re-join
- 4) L. Yarbrough-Franklin, current member seeking re-appointment

- The PC Bylaws allow 35 total members; there are currently twenty-six (26) and nine (9) vacancies

- Based on the current reflectiveness, the PC needs for more Hispanic members ages 40 yrs. and younger (males preferred);

- We are anticipating applications from the following:

1. J. Stevenson, former member, seeking to re-join
2. B. Kimball, City of Cleveland, Dept. of Public Health representative

## **Cuyahoga Regional HIV Health Services Planning Council**

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

**Chris Ritter, Brenda Glass - Co-Chairs**



3. *Ryan White Part B, (currently S. DiCocco) is serving in that role and may be the permanent appointment (we should receive an application from the Part B representative in April 2021).*

*- Proposal for standard three-year initial term and re-appoints for the same.*

*\*Question: J. Mazo – Are the current Bylaws set for two terms?*

*\*Response: S. Harris – Yes, the initial term was for two-years, with the option for re-appointment to three years and another after that. We want to make the initial term three years. This changes the current Bylaws that require an initial 2-year term with an opportunity to reapply for an additional 2-consecutive, three (3) year terms.*

**Motion: To remove the 2-year term limit on the initial appointment and replace it with three years as a standard and re-appoint for three years.**

Motion: C. Droster      Seconded: J. Mazo

Vote For: All      Opposed: 0      Abstained: 0

Hispanic Service Organizations outreach/recruitment update - If members know of Hispanic Servicing organizations that have people interested in serving as PC candidates, please submit them.

Schedule Interview dates for Current Applicants/Re-applicants - Several applications have currently been received for the Prevention Committee. They include: Dr. Michael Phelan, Pam Weiland, Akeem Rollins, and Elizabeth Habat. The committee must be mindful of over-representation from one agency. The interview panel will interview these candidates and recommend them for appointments. *(Language has been added to the Bylaws that limit voting on any measure to one representative per agency).* Also, the committee should consider if standard vetting will take place, with similar questions as for PC interviews or come up with new items.

*\*Question: S. Harris - For those that haven't participated, should the interview protocol that's now in place be streamlined?*

*\*Response: N. O'Neal – It should be streamlined and a little differently because it's Prevention.*

*\*Comment: S. Harris – We'll circulate the current PC protocols and get feedback.*

*\*Comment: N. O'Neal – Also for interviewing, someone from Prevention should volunteer to interview or ask questions they would like on that questionnaire.*

*\*Comment: S. Harris – Yes, we discussed earlier that for Prevention applicants, a representative from Prevention should serve on the interview panel.*

*\*Question: M. Rodrigo - Do we give Prevention a deadline?*

*\*Response: S. Harris – By the end of March, as the interviews will start in April.*

Confirm Interview Panels - We will put a schedule together soon as possible, so we can start recruiting PC members to be sit on the Interview panels.

Mentorship Program Update - We reviewed the list of new candidates to see if they are paired with a mentor, with whom, and if they are interested in a mentor. This is the current list. A mentor program feedback survey will be sent out as follow-up probably in May or June, to see how things are going.

## **Cuyahoga Regional HIV Health Services Planning Council**

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

**Chris Ritter, Brenda Glass - Co-Chairs**



MENTOR	MENTEE
1. N. O'Neal	J. Mazo
2. R. Rolling	L. Lovett
3. T. Marbury ( <i>pending confirmation</i> )	W. Simpson
4. C. Barnett	D. Houston
5. N. O'Neal ( <i>will follow-up with him</i> )	T. Johnson
6. C. Droster, C. Barnett	J. Patterson
7. R. Watkins	B. Gayheart
8. K. Dennis	F. Ross
9. B. Glass	S. Washington

### **Parking Lot**

#### **Review/Update PC Training Plan**

- Item 7 - Bylaws confirmation form have been sent out, and are slowly being signed & returned.
- COVID Vaccine Presentation – March 17<sup>th</sup> at Planning Council
- Item 8 - Understanding Utilization & Spending Report – was previously done in S&F meeting
- Items 9 (*Reallocation*) and 10 (*Carryover*) were also previously done in S&F meeting
- Item 11 – Role of HRSA Project Officer, (*pending approval from P.O. during planning Sept. visit*)
- Item 12 - Annual Orientation and re-orientation Training (*November 3, 2021*)
- Item 13 (new) TGA Acuity Scale (*tentative August 2021*)

### ***Training suggestions:***

An update on mental health collaborative

New, informative topics not already familiar or known about to PC members

\*Comment: M. Rodrigo – There are certain things we would like to be aware of and updated on about the activities we're doing. Maybe highlighting data to care, having an overview of the acuity project, maybe making it a directive.

\*Comment: S. Harris - It would help show PC how the acuity tool helps get a better assessment of client needs.

\*Comment: Z. Levar – It's all about endorsement and we've been working with our providers, so the sooner the better. Maybe we can look at August of this year, after everything is over.

Review & Agree on Final Scoring Process - This will be tabled until next month. We will revisit how to score to move candidates forward, making it fair and evaluating it with something measureable.

Review & Approve Draft Re-Appointment Application - Ongoing

### **Announcements**

*M. Rodrigo* – As having been recently promoted to CCBH's Deputy Director of Prevention and Wellness, the new CCBH Ryan White Supervisor is now Zach Levar. Zach, who was promoted to his new position, officially started on Monday and will be taking over all the PC meetings, particularly Strategy & Finance. Congratulations and best wishes to both Melissa and Zach on their new positions!

## **Cuyahoga Regional HIV Health Services Planning Council**

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

**Chris Ritter, Brenda Glass - Co-Chairs**



J. Mazo – After being on medical leave, now going back to work the 21<sup>st</sup> of March. For now, there's no guarantee on attendance for upcoming meetings.

### **Adjournment**

Motion: J. Mazo      Seconded: K. Dennis

### **Attendance**

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

**PC Members:** B. Gayheart, J. Mazo, C. Droster

**Attendees:** none

**Staff:** M. Rodrigo, Z. Levar, S. Harris, T. Mallory