

Cuyahoga Regional HIV Health Services Planning Council

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

Brenda Glass - Co-Chair



Membership, Retention and Marketing (MRM) Minutes

Wednesday, October 6, 2021

2:30 am to 3:30 pm

Start: 2:36 pm **End:** 3:38 pm **Co-chair: B. Glass**

Moment of Silence

Welcome and Introductions

Approval of Agenda: October 6, 2021

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

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

Approval of the Minutes: September 1, 2021

Motion: J. McMinin Seconded: C. Droster

Vote: In Favor: 9 Opposed: 0 Abstained: 1- C. Barnett

New/Old Business

Open Nomination Close out

We completed recruiting for current grant year. There were six re-appointments, and eight new applicants for appointment. It was presented to Full PC last month, voted on, and docs are being put together for grantee who will forward to the Chief Elected Official in our 6-county jurisdiction, who is County Executive for formal appointment determination in accordance with Ryan White regulations. They will inform grantee on whether they will conduct interviews, of the applicants as they have done in prior years. They will contact applicants directly if interviews are requested. Last year the interviews were done virtually. They ask basic questions, similar to PC interviews. Also, in past years, they've asked Terry Allan to do a presentation to the committee about the Ryan White Program. We will keep everyone informed as they update us.

B. Glass - Look forward to new members considering serving on the MRM committee as your committee of Record.

S. Harris – Also got one new application from Ashtabula County. However, the application came after we had closed recruitment for this period, and the PC had voted on the slate of applicants, but we will follow up with her for next year's recruitment to keep them engaged.

Update on HIV Prevention & Care Integration

We have completed HIV Prevention & Care integration. Bylaws completed, added language and added Prevention Committee, added the committee update to the PC agenda. We are recruiting for co-chairs for CLC, MRM, and Prevention. Three people have expressed an interest in being a co-chair so far. The movement is happening, and we hope to have more individuals express and interest in being a co-chair.

**Question:* N. O'Neal – Do they have to be on a year for co-chair positions?

**Response:* S. Harris – Not a full year, but most be an appointed member of the PC, they are encouraged to be a current member of the committee they wish to be appointed as the co-chair to better understand the committee's operations. The Bylaws outline the requirements for co-chairs. We will get back to the committee with more details.

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**Comment:* B. Glass – We hope we do find co-chairs soon, so we can effectively continue our work.

**Comment:* S. Harris – Prevention committee attendees that were not appointed according to Ryan white regulations, can attend all meeting, but can only vote in the Prevention Committee. They cannot serve as co-chairs, in order to serve as a co-chair for any committee, you must be formally appointed in accordance with Ryan White regulations to serve on PC.

PC Training Plan Update

January – We did the PSRA timeline

Feb – Updates of COVID funding, Zach gave presentation and Jeannie for the Cleveland Dept. of Health made presentation.

Feb – Epi presentation from Vino

Jan 20th “Love Leads Here” presentation was done

March – Members were given a presentation & reminder of confirmation forms required annually

Sept – PC Bylaws overview was presented and the PC voted to approve the revised Bylaws.

Understanding Utilization and Spending Fiscal Report – possibly present for new members. TBD, maybe wait until beg of the New Year.

Reallocation training – Completed and also to be done in November.

Carryover – can be done over, maybe beneficial to all members

HRSA Project Officer Overview – TBD, (did anyone invite the Project Officer to speak to the PC about their role when you participated in the meeting during the site visit meeting? *(Their role is to monitor compliance to the grant).*

Mental Health Collaborative – not yet scheduled, if not Nov, Jan or Feb next year. This was agreed for Nov 17th at Full PC.

HRSA site visit – done

**Comment:* C. Barnett – It was a good experience, down to earth, laid back and wanted to know your involvement, mostly open-ended questions.

**Question:* C. Droster – Do we need to address the bylaws term limit or be more in sync with HRSA?

**Response:* S. Harris – Yes, there is a term limit issue to address. First, three years, followed by another three years (six years total), after you are required to roll off, then re-apply to return. We have to have at least 33% PLWH, unaffiliated with a Part A provider, if under that number we can hold PLWH to stay in compliance. We asked the positions in question, to allow for exemption. Part C and D are the concerns, because we only have two in our region that serve that category. We may have consumers that will roll off after second term.

**Comment:* B. Glass – If we have over, they look at ones at limit, to come off.

**Question:* C. Barnett – If taking a break, can you still attend?

**Response:* S. Harris – Yes, we just have to take you off the roster as an official member for a year, but you can continue to attend and just fill out a non-member form.

**Comment:* B. Glass – we changes these to comply with HRSA at the time.

**Question:* K. Dennis – What if a large group has to come out at the same time, most of us fall in that category.

**Response:* S. Harris – That’s where MRM comes into play. This will be the first time we’ll be doing this for this changing cycle. If we don’t get enough recruits, some can stay on until we can get replacements for mandatory membership categories.

**Comment:* B. Glass – In light of crucial roles, they can stay until find others.

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**Question:* N. O'Neal – Will we be told we need to roll off?

**Response:* S. Harris – We still have to go down roster and let everyone know. It's our first year, so have to work out the mechanics. We'll give notice around Feb or March who will expire, so they know and we move from there.

**Comment:* B. Glass – The process is to look at everybody. We will probably have to look closely not only at end mark, but positions people play. By January we'll have particulars.

**Comment:* S. Harris – We'll update HRSA if we've recruited to reflect the mandatory positions that will be vacant.

**Comment:* B. Glass – C. Barnett gave good presentation on bylaws and gave an update that one must be on a committee six months prior to interest in a co-chair position.

**Comment:* S. Harris – Reminder, Nov 3rd training, all applicants to go through the orientation process.

Parking Lot

Membership Update

**Comment:* B. Glass -We talked to a member who still interested but going through medical problems.

**Comment:* S. Harris – Virtual meetings gives a lot of flexibility to participate, but they must show up at some point. We just need to really review where everybody stands in missing meetings and look for recommendations at next meetings, decide and take action.

**Comment:* N. O'Neal – We discussed at last meeting, we can't let this slide either, so in agreement with what was said.

Announcements

N. O'Neal – The Marilyn Kaminsky nomination award information will be sent out soon. Also, We Think 4 A Change as an upcoming webinar in April about Making Plans for Your Sunset while you still have control. CEU's may be available and PLWH may qualify for a gift cards. More details to come.

Adjournment

Motion: C. Barnett

Seconded: N. O'Neal

Attendance

	MRM Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Brenda Glass, Co-chair	20	20	20	20	20	20	20	20	20	
-	Vacant, Co-chair										
2	Deairius Houston	20	20	0	0	0	0	0	0	0	
3	Kimberlin Dennis	10	10	10	10	10	10	10	10	10	
4	Clifford Barnett	10	10	10	10	10	10	0	0	10	
5	Naimah O'Neal	10	10	10	10	10	10	10	10	10	
	Total in Attendance	6	6	5	5	4	4	3	3	4	

PC Members: J. Citerman-Kraeger, C. Droster, B. Gayheart, J. McMinn, R. Watkins, U. Carter

Attendees: Thomas M., M. Jackson-Rollins

Staff: M. Halko, Z. Levar, S. Harris, T. Mallory