

Cuyahoga Regional HIV Prevention and Care Planning Council

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

Brenda Glass - Co-Chair



Membership, Retention and Marketing (MRM) Minutes

Wednesday, January 5, 2022

2:30 am to 3:30 pm

Start: 2:42 pm

End: 3:52 pm

Co-chair: B. Glass, K. Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda: January 5, 2022

Motion: N. O'Neal Seconded: M. Robinson-Statler

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

Approval of the Minutes: November 3, 2021

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

Vote: In Favor: All Opposed: 0 Abstained: 2-M. Robinson-Statler, J. McMinn

New/Old Business

Review 2021 Committee Work Plan Progress and Create 2022-23 Work Plan

1. Review & Approve Work Plan for the 2021 Open Nominations Process

S. Harris -To be done January through February.

2. Monitor & Report Attendance Status to the Executive Committee & Planning Council - Quarterly

***Comment: S. Harris** – We want to monitor and make decisions quarterly.

***Comment: J. McMinn** – We should look at replacements for agency reps terming off of PC that fill mandatory categories.

***Response: S. Harris** – Yes.

***Response: B. Glass** - Yes, they can submit their applications ASAP.

3. Distribute Attendance Reminder Letters – Quarterly

***Comment: S. Harris** - We want to implement reminder notices, prepared in April.

***Comment: K. Dennis** - If we send reminder letter due to attendance, could they still stay on if they're still on good term status?

***Response: B. Glass** - They can still stay on if needed to keep reflectiveness intact until the replacement of that leave member is filled.

***Comment: S. Harris** - We just need to have policies in place that specifically and fairly give poor attendance members a chance to state their intentions in writing before or be removed. We should have something in place by November.

***Question: N. O'Neal** - Can my attendance be reviewed?

***Response: S. Harris** – Yes, and we will make the adjustments.

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***Question: J. McMinn** - Instead of writing off members, is there something we can give in appreciation for their service?

***Response: S. Harris** – Yes, personalized and framed certificates of appreciation were sent out in December to all of our current (active and inactive), incoming, and returning PC members.

4. Conduct Bi-Annual Analysis of PC Membership for Federal Reflectiveness Mandate

S. Harris – We will prepare this for next month.

5. Develop & Implement a Comprehensive Planning Council Training Program

S. Harris - We will review last year's to develop this.

6. Conduct an Open Nominations Process in accordance with the Work Plan

S. Harris – We will look at reflectiveness next month and complete by August.

***Question: N. O'Neal** - Can we look at gatekeepers from Trans, LGBTQ, and other populations? Also, maybe invite Metro youth groups, or UH to ask them for their input on recruiting and retaining people from their community.

***Comment: J. McMinn** - Maybe putting applications out to these two agencies.

***Comment: R. Watkins** – We can't just sit on our feet and make this happen. A lot of work was done and still willing to get applications and start recruiting, as it's now easy to meet online.

***Comment: N. O'Neal** - Maybe also send personal letters, making them personal as possible. We also want discernment on who we invite, making sure they have staying power.

7. Evaluate PC Mentor Program, Assign/Confirm – Mentor/Mentees

S. Harris - We can revisit this, see if everyone is teamed up then send out evaluation surveys. Those for a possible recruitment work group session: Robert, Sharron, Brenda, and Naimah.

***Comment: J. McMinn** – Maybe we can also ask today's guest for feedback on our meetings.

8. Develop & Monitor Ongoing Outreach to Interested Candidates

Ongoing

9. Review Compliance with Committee Work Plan

Ongoing

10. Quarterly Progress Report for Compliance with Committee Work Plan

Dates: 3/2022, 6/2022, 9/2022, end date 11/2022

11. Monitor & Report Legislative Updates

Ongoing

12. Develop 2023-24 Committee Work Plan

Date: 11/2022

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Motion: To approve the 2022-23 Membership, Retention & Marketing (MRM) Work Plan as written.

Motion: R. Watkins Seconded: N. O’Neal

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

Motion passed.

Review Membership Roster for Term limits and Next Steps – S. Harris

This is still in review, but those up for end of term limit, we will prepare document for next month’s meeting for all to review. In the February meeting, we want to be prepared to show the updated appointment data.

Identify PC Training (Capacity Building Opportunities) - S. Harris

We reviewed the training schedule and will revisit in February.

Confirm Committee Assignment for Each Member - Tabled

Review Annual Confirmation Forms- Tabled

Parking Lot

Membership Attendance Update

We currently have 27 members and not many vacancies now until we look more at term limits.

Announcements - none

Adjournment

Motion: C. Droster Seconded: R. Watkins

Attendance

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

PC Members: J. Citerman-Kraeger, M. Deighan, C. Droster, B. Gayheart, L. Lovett, J. McMinn, M. Robinson-Statler, R. Watkins

Attendees: S. Dumas

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