

Cuyahoga Regional HIV Prevention and Care Planning Council

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

Brenda Glass, Billy Gayheart - Co-Chairs



**Membership, Retention and Marketing (MRM) Minutes
Wednesday, May 4, 2022
2:30 am to 3:30 pm**

Start: 2:39 pm

End: 3:23 pm

Facilitator: B. Glass

Moment of Reflection

Welcome and Introductions

Approval of Agenda: May 4, 2022

Addendum:

Motion: C. Barnett Seconded: C. Droster

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

Approval of the Minutes: April 6, 2022

Addendum:

Motion: C. Droster Seconded: K. Dennis

Vote: In Favor: 11 Opposed: 0 Abstained: 1- C. Barnett

New/Old Business

Update on Receipt – Mandatory Confirmation Forms – S. Harris

We are asking again, if you have not done so already, to submit your four mandatory forms: the ***Conflict of Interest, Code of Conduct, Confidentiality, and RW Ethics Laws Acknowledgment forms***, as soon as possible. These mandated forms require annual updating so they will be available and accessible to HRSA whenever requested. If anyone needs assistance or is unclear, just let us know and we will help.

B. Glass - Is there any way if they are not on the list, you can let chairs know to inform them?

S. Harris – Yes, we can update chairs and email them out again.

Confirm Committee of Record (COR) Assignments for Each Member- B. Glass

We are trying to make sure we have good records on your COR. The COR is your commitment to dedicate time in the committee you choose. Please note that both, your first/primary Committee of Record and Full Planning Council, are the two HRSA-mandated meetings every PC member is required to attend, and they are each worth 20 points. ***Your committee of record (COR) is one of the five subcommittees: CLC, S&F, MRM, QI, and Prevention.*** For joining a secondary committee (*optional*) or just attending meetings outside your primary committee of record, you will receive 10 points. Also, please keep in mind one major factor when joining additional committees versus just attending meetings, at will. Your attendance as a committed member helps that group maintain their required quorum (minimum number of people needed to make a meeting valid) each month.

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Membership Attendance Update – B. Glass

We are doing well with attendance. We have several outstanding members with attendance over 100 to 180%. Congratulations to all and special thanks to CLC Chair, Naimah O’Neal, for her great work and the highest attendance at 186%! We also again welcome all our new appointees and re-appointees, and now the work begins.

Mentorship Assignments – B. Glass

Mentors are there to ask questions and help you as you navigate your new role as a planning council member. If anyone would like a mentor, we can pair you up with someone. Maybe next month we can suggest mentors and go from there.

New Member Orientation Planning – S. Harris

We are thinking of a date for the next New Member Orientation. We don’t want to wait until November, which is our standard time to do a complete training. For now, we want to do an abbreviated training in June just to go over responsibilities and give some basics. We will update on when that will take place.

Parking Lot

Open Nomination Schedule of Activities – S. Harris

We have two applications received as of April 25, 2022, which are for this current year to submit in the fall to Council. Biffy, who has been actively attending for the past year, and Anthony, our new Medicaid rep, replacing Christy, will be up for appointment. We will schedule in the month of June for the interviews.

Announcements

N. O’Neal – Women, We Think 4 A Change is sponsoring three upcoming webinars for women, July 9th in Cleveland, August in Columbus, Youngstown in September. For further info, please contact Naimah.

J. Kelly –Saturday, May 7 from 9am to 1pm I will be leading a personal and paper products drive for St. Augustine Ursuline Piazza. Link details: <http://ursulinepiazza.org>, and link to the Facebook notice and flyer: https://m.facebook.com/story.php?story_fbid=10160222076601468&id=667456467. You can also contact me at JaxKellyPSP@gmail.com for more information.

Adjournment

Motion: N. O’Neal

Seconded: K. Dennis

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Attendance

	MRM Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Brenda Glass, Co-chair	20	20	20	20	20					
2	Billy Gayheart, Co-chair	10	10	10	20	20					
3	Joye Toombs	0	20	20	20	20					
4	Deairius Houston	0	0	0	10	10					
5	Kimberlin Dennis	10	10	10	10	10					
6	Clifford Barnett	0	0	10	0	10					
7	Naimah O'Neal	10	10	10	10	10					
8	Jeannie Citerman-Kraeger	10	10	10	10	10					
9	Clinton Droster	10	0	10	10	10					
	Total in Attendance	6	6	8	8	9					

PC Members: M. Deighan, L. Lovett, S. Washington

Attendees: S. Terry, M. Jackson-Rollins, S. Dumas

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