

Cuyahoga Regional HIV Prevention and Care Planning Council

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

Naimah O'Neal, Faith Ross – Co-Chairs



Community Liaison Committee (CLC) Minutes

Wednesday, September 7, 2022

12:00 pm to 1:00 pm

Start: 12:01 pm

End: 1:00 pm

Facilitator: N. O'Neal

Moment of Silence

Welcome and Introductions

Please note: PC members who have a conflict of interest must inform the committee at the beginning of each meeting. A Conflict of Interest, as it pertains to the Ryan White Planning Council Bylaws, is defined as "an interest (actual or perceived) by a Planning Council member in an action that may result in personal, organizational, or professional gain for the member or his/her spouse, domestic partner, parent, child, or sibling."

Approval of Agenda: September 7, 2022

Addendum:

Motion: J. Mazo Seconded: T. Marbury

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

Approval of the Minutes: August 3, 2022

Addendum:

Motion: J. Mazo Seconded: T. Marbury

Vote: In Favor: 7 Opposed: 0 Abstained: 3- N. O'Neal, B. Gayheart, B. Jones

New/Old Business

Review Draft Responses to Consumers for Survey Participation – N. O'Neal

In this discussion we want to decide if we should keep the response draft the same or make changes.

***Comment: B. Jones** - The paragraph on summary of planning council could be shortened, maybe to two lines, and how many took the survey, should be trimmed.

***Comment: J. Mazo** - On literacy level, make sentences shorter and items more understandable.

***Response S. Harris** - We will review Kincaid reading, 6-8 grade level, for more simplicity.

***Comment: C. Droster** – To note, years ago the Plain Dealer was designed for eight-grade readers.

***Question: F. Ross** - Is there a link to refer that explains PC, instead of the second paragraph?

***Response: S. Harris** – Yes, Ryan White and PC info is on the website and posted monthly.

***Comment: T. Marbury** - Like it alone to stand out.

***Comment: K. Dennis** – Agree with removing the 97 participated line. The rest is good, talking on objectives of the survey, its value, purpose and HIV supports.

***Comment: N. O'Neal** - What about the RW is made up of paragraph? We want to encourage people to come, get used to coming to meetings, and offer resources, advice, etc.

***Comment: T. Marbury** – CLC is only for PLWH and they should be invited.

***Comment: N. O'Neal** – This would be the public, not PC members, vetting them before attending a meeting. Maybe we can add a community voices item in the agenda for PLWH to join our meetings.

***Comment: F. Ross** – We want them at CLC meetings, we cannot further our work without them here.

***Comment: B. Jones** – Maybe change the part, PC is made up of volunteers, to say PC is a place where your voice can be heard and does matter. Funding info not needed or is as applicable to their needs.

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- *Comment: N. O'Neal** – Just concerned people will come to other PC meetings for comments, which is different from the CLC voice committee meeting.
- *Comment: C. Droster** - Looking from a six-grade level, PLWH should be spelled out each time it occurs.
- *Comment: F. Ross** - In some articles, it is at the bottom, maybe to save space.
- *Comment: T. Marbury** - If we're trying to get them to learn it, it should be repetitive throughout.
- *Comment: B. Jones** – More important is PLWH understand rather than following a standard version.
- *Comment: B. Gayheart** – To encourage participation, maybe have a stepping stone process where we venture into a separate meeting allowing PLWH to come in a virtual open a door to talk on PC specifics.
- *Response: N. O'Neal** – This is a good suggestion for next year's PCAT.
- *Comment: B. Jones** – This ties with mini education ideas and may be easier than a separate session.
- *Question: S. Harris** – Is the suggestion for a virtual meeting, with an agenda to free flow PLWH voices?
- *Response: B. Gayheart** - Yes, a planned virtual meeting for interested folks to attend, at their choice and who may be hesitant to engage at an official meeting. There they could learn about RW and anonymously speak or express what they want to express.
- *Comment: N. O'Neal** – Maybe an information support group, encouraging to CLC or PC in general.
- *Comment: S. Harris** - Maybe plan into our PCAT and pilot some way to see if folks would be interested.
- *Comment: B. Jones** - Maybe integrate top of the meeting, a Community Corner/Comment, proceed into the meeting but allow people to talk freely at some point and encourage them to stay.
- *Question: P. Scardino** – How were the 97 people found, maybe case managers should disseminate info to clients. Also agree on voicing concerns at top of meeting rather than having another meeting.
- *Response: S. Harris** – The lions share for the link survey and paper form was done by case managers.
- *Response: N. O'Neal** - We don't want to overload case managers either.
- *Comment: K. Dennis** – As we always did two forums a year in CLC, maybe do a PCAT with two virtual meetings (forums), still allowing info we need and giving them info and an open mic discussion.
- *Comment: N. O'Neal** - Also think we should make it a more relaxed meeting.
- *Comment: B. Jones** - Maybe tailor to make it a separate workgroup, no more than two meetings.
- *Comment: T. Marbury** - Agree some may not want to do this in the beginning, but it is good to listen to the meeting first and follow up with someone.

Next Steps:

- N. O'Neal** - To do a forum, we can ask PLWH what they want/how, come up with a forum, define it, give it a try, then revise as needed. The same goes for creating a community corner.
- S. Harris** - We will establish a workgroup to figure out a format for a community forum. The volunteers are: Naimah, Faith, Bryan, Billy, Thomas, Clifford, and Clinton.
- Z. Levar** - If this letter goes to the community, the first half should be a thank you, the second half a recruitment, and last contact info, keeping it short and simple. The first paragraph is okay. For the PC piece, consider revising that by asking if they want to be part of the cause going forward, letting them know there is a group committed to furthering this every month, and that they can reach out to the PC co-chairs or facilitator for more information on that committee. Also don't think beginning of meeting is good for open discussion. If a new person is there, we can get emails addresses and follow up.
- C. Barnett** – With PLWH acronyms, education-wise, they should understand what the letter is implying. Also, can we just say virtual meetings, in case there is a switch to another platform?
- N. O'Neal** - We also encourage phone use, as this should be done in a week to go to case managers.
- S. Harris** – We will update this and re-send it out by Friday.

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Progress Report from Linkage to Care Pilot Implementation – N. O'Neal

The Linkage to Care pilot at Circle Health was not successful. We will table this until the next meeting so we can finish the letter and get it out.

Parking Lot Items

CLC Consumer Education-Focused Presentation - Tabled

Standing Business

Agree on CLC Committee work activity (if any) to be reported at the Sept 21, 2022 Executive & Planning Council meetings – N. O'Neal

We will present an update on the draft letter for the consumer survey participation.

Announcements - None

Adjournment- Motion: P. Scardino Seconded: J. Mazo

Attendance

	CLC Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Naimah O'Neal, Co-chair	20	20	20	20	20	20	0	20		
2	Faith Ross, Co-chair	20	20	0	20	20	20	20	20		
3	Tina Marbury	0	20	20	20	20	20	20	20		
4	Stephanice Washington	0	0	0	0	20	0	0	0		
5	LeAnder Lovett	20	0	20	20	0	20	0	0		
6	William Simpson	0	0	0	0	20	0	0	0		
7	Bryan Jones	20	20	20	20	0	20	0	20		
8	Peter Scardino	20	20	20	20	20	20	20	20		
9	Clifford Barnett				10	10	10	10	10		
10	Jeff Mazo	20	20	0	20	0	20	20	20		
	Total in Attendance	5	5	5	7	7	7	4	7		

PC Members: K. Dennis, C. Droster, B. Gayheart

Attendees: T. Moyel, B. Aguriano

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