



Cuyahoga Regional HIV Prevention and Care Planning Council

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

Kimberlin Dennis, Christy Nicholls, Brian Kimball, Chairpersons

Executive Committee

Virtual “Teams” Meeting Minutes

Wednesday, February 5, 2025 – 4-5:30 pm

Executive (Exec) Committee Planning Council Members			Planning Council Attendees	Recipient Staff	Presenter(s)
1. Kimberlin Dennis		A	None	Monica Baker	None
2. Christy Nicholls		P		Zach Levar	
3. Brian Kimball		P		Lisa-Jean Sylvia	
4. Naimah O’Neal		P		Toni Mallory	
5. Faith Ross		A			
6. Clinton Droster		P			
7. Julie Patterson		P			
8. Billy Gayheart		P			
9. Deairius Houston		P			
10. Lorsonja Moore		P			
Total of 12 in attendance		P = Present AP = Alternate Present EX = Excused Absence A = Absent O (Other) = Virtual, Phone			
Call to Order		Executive Co-Chair, Christy Nicholls, called the meeting to order at 4:05 pm.			
Moment of Silence		In remembering all those past, present, and future in the fight against HIV/AIDS.			
Quorum Determination		Eight (8) of ten Exec committee members present - quorum of six (6) needed.			
Welcome, Intros, and Conflicts of Interest		All members and recipient office staff were welcomed.			
Approval of Agenda		Exec Committee reviewed and approved the agenda for February 5, 2025. Motion made by Julie Patterson, seconded by Brian Kimball.			
Approval of Minutes		Exec Committee reviewed and approved the minutes from January 8, 2025. Initial motion made by Brian Kimball, seconded by Julie Patterson. Motion amended: To approve the minutes from January 8m 2025, based on the corrections made. Motion: Naimah O’Neal; Seconded: Julie Patterson In Favor: All; Opposed: 0; Abstained: 0 <i>Motion passes.</i>			
Committees 4:15-4:40 pm		<u>What are You Celebrating or What Support Do You Need for Your Committee Work?</u> Takeaways: Naimah – CLC is growing but in stepping down, will be looking for CLC Co-chair interest. Lj - Exciting with Billy bringing in more new folks, and for all doing work in recruiting. Julie – At the Funder Summit in D.C., met someone from Chicago doing same kind of work as we do in S&F. It was a reminder that we must work together to move forward, as S&F seems even more relevant now with the current orders coming from the feds. Christy – We have fine lines to watch, but must at least do what we can for now.			
Executive Committee Business		<u>Training: How to Lead a Meeting to Maximize Engagement?</u> – L.J. Sylvia As this is a difficult subject in the current moment, we want to share the conversation at CLC on self-care to help guide us on ways to maximize engagement.			

4:30-5:15 pm

Lead by Example

N. O'Neal - We set the tone, if it's limited it will be reflected onto the group. We can try to encourage or do the best we can so others will be more willing to receive our conversations. It's also good to come in early to do housekeeping issue before meetings start.

L.J. Sylvia - If need to go off camera to adjust, do so before expressing the energy, as the energy in turning off a camera abruptly doesn't mean the energy has left the room.

The Beginning Shapes the Rest

L.J. Sylvia – Taking part of a quote from a boater, “When leaving the dock and coming back to the dock, is the time when something is likely to happen”, looking to shape things from the beginning could be anyway that works best.

J. Patterson – For today, it worked well in doing introductions alphabetically.

L.J. Sylvia – Would also be good to explain the conflicted/non-conflicted item at the beginning.

Phrases to Invite Participation

L.J. Sylvia - In looking for phrases, keep in mind we can only do the work if everyone participates.

N. O'Neal - We do this in CLC when asking for help with projects, as levels of sacrifice vary.

C. Nicholls - To get folks involved in events, maybe personal invites asking for help may work better.

J. Patterson - Maybe the low participation is in some not agreeing to what's being suggested, in which perhaps we could look at the reason why people may not want to be involved.

B. Gayheart – In struggling with the many things that are going on, it's also discouraging in that our numbers are not good, we are down to 26 members, many in pending/changing statuses, while at the same time trying to get people to come. It just seems many are missing the main point in this mission, in that when all of us living with HIV are gone, prevention won't matter.

N. O'Neal - Agree, not only as a PLWH, but also in possibly looking at job being in jeopardy.

L.J. Sylvia – Agree, and with that, we need to see how we can all support each other as chairs, and use this space to have honest conversations.

N. O'Neal – Also miss not meeting in person, as it allowed interacting on a deeper level.

J. Patterson - We appreciate and count on Billy to be the expert on so many things.

Z. Levar - This is an opportune time to think about things in moving on, as HRSA will soon be visiting. As they will meet with the exec committee and have an individual who specializes in everything PC, this would be a good time to get insight from them.

M. Baker - The 'Save the Date' memo will be sent out by Friday for the week of March 11th through the 12th, and the specific times and dates for Planning Council participation will be included in that memo.

L.J. Sylvia – Also, the two pending members are set to go before County for confirmation on February 18, 2025, at 10:00 am. If anyone wants info on this, it can be added to the calendar.

Survey Outreach – N. O'Neal

We are working to reach the same goal of 232 for last year, and have extended the survey to February 21st for now. As Metro has provided a lot of surveys, we are still looking for help to see what other areas we can explore to get the word out. This is specific to PLWH, so we don't want to waste time looking at areas that may not be as impactful. Also we won't have a table at CLE Pride this year, so the survey won't be available for that. One suggestion is to perhaps look at youth who use MyChart to help promote the survey. To add, the survey is also in two languages, English and Spanish this time.

L.J. Sylvia - We want to make sure we get them out to both populations, as there were only three Spanish responses last year.

N. O'Neal – We're also looking at attending an event in our outlying TGA area to promote the survey.

D. Houston – We can be an arm at UH, maybe connect with an SIU department, and look at Central Outreach to help with promoting this.

L.J. Sylvia – The survey closes Feb 21st for now, and we will send email on ways to do this with MyChart. Also, just got a notification that we received our first Spanish language survey

	<p><u>Bylaws Review – Shifting Governance Responsibilities from MRM to Executive Committee? – C. Nicholls</u></p> <p>We are proposing shifting the bylaws process to the Exec Committee, as we are all responsible for this task, and should not leave it solely for the MRMR chair to accomplish.</p> <p>B. Gayheart – In discussions with the Exec co-chairs, we haven’t so far been able to do make anything happen with governance. However, in looking at other councils, governance has seemed to sit with exec committees, in which we should as PC leadership all at least be familiar with the main three governing documents: the bylaws, PC Primer, and the Part A Manual.</p> <p>J. Patterson - This is good in being able to relieve MRM of this role, and working together we can be more productive. We could also do training as we go along.</p> <p>L.J. Sylvia – We first want to look at what we want to do with the bylaws, and provide guidelines.</p> <p>B. Gayheart - This can create motions to vote on changes, particularly in looking at changes for rapid reallocation, in which we can then make amendments to reflect what was done and vote in real-time, as needed.</p>
Approval of Planning Council Agenda	<p>Exec Committee reviewed and approved the Full Planning Council agenda for February 19, 2025.</p> <p>N. O’Neal - Maybe we can cut committee reports down when needed to allow more space for additional conversation.</p> <p>L.J. Sylvia - We can touch base before full PC if changes are needed.</p> <p>Motion: To approve the Full Planning Council agenda for February 19, 2025, as written. Motion: Naimah O’Neal, Seconded: Billy Gayheart. All in favor; Opposed: 0; Abstained: 0 <i>Motion passes.</i></p>
Other Business	None
Announcements	<p>M. Baker - As we close, we want to offer words of encouragement to everyone here. Your voices matter, especially in this difficult time, and we appreciate ALL that you do.</p> <p>N. O’Neal – On February 7th, there will be a webinar discussion on heterosexual persons living with HIV navigating relationships. Also, the Centers at Uptown will be sponsoring an event around “HIV is Not A Crime”, in which there will be games, food, limited transportation and prizes. All are welcome.</p>
Adjournment	<p>Meeting adjourned at 5:35 pm.</p> <p>Motion made by Naimah O’Neal, seconded by Julie Patterson.</p>