

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Kristina Knight Co-Chairs



Executive Committee Minutes

Wednesday, May 18, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus
7801 Detroit Avenue ♦ Cleveland, OH 44102

Start: 4:07 End: 5:20 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda - May 18, 2016

Motion: Max Rodas Seconded: James Stevenson Favor: 5 Oppose: 0 Abstain: 0

Approval of the Minutes, April 20, 2016

Motion: Jason McMinn Seconded: Brenda Glass Favor: 5 Oppose: 0 Abstain: 0

Approval of Planning Council Agenda, May 18, 2016

Motion: Jason McMinn Seconded: Max Rodas Favor: 5 Oppose: 0 Abstain: 0

***Noted: Change was made to April minutes to add Tracy Johnsons name to the guest list.

Grantee Report

a. FY2016 Utilization Update

Claire Boettler passing out expenditure report, one for 2015 and one for 2016

Melissa Rodrigo is in Chicago for a Part A meeting, Claire Boettler is giving the report.

b. FY2015 Utilization Update

90.9 % expended, approximately \$235,000 unspent, approximately \$90,000 more spent this year than last year. There was \$325,202.00 unspent last year. The split is good.

2016 report is very preliminary. All contracts were approved at the April Board meeting except for 1, which chose to wait until the full award was issued.

c. Administrative Update – Still have not received the final award; received an 89% score on the Part A application, weakness was the lack of specific data. There is one provider waiting for final award to submit its budget.

Planning Council Business

a. Approval of Special PC Agenda in May & June in preparation for PSRA (4:20 pm – 4:25pm)

Sharron Harris explains that we need to time out the agenda's, items were moved due to allowing time for presentations in May. Need to get through the motions and finish on time.

b. Motion – Vote to Approve PC Bylaws – (4:25pm – 4:45pm) yearly need to sign Code Of Conduct forms, and Conflict Of Interest forms, monitoring to ensure this occurs is the responsibility of Membership, Retention and Marketing committee and Pam D. will maintain the copies for the record.

Update Committee responsibilities have been added to the Bylaws and recognized by committee co-chairs, MRM as the governance committee, will be in charge of maintaining the Bylaws going forward. Also, Appendix F was added to the Bylaws as a placeholder, there is an attendance process inserted at Appendix F, which is currently being developed.

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A motion was made to accept the Bylaws and Addendums as written by Jason McMinn,
Seconded: Brenda Glass Favor: 5 Oppose: 0 Abstain: 0
Discussion: Max Rodas asked if other members have seen the draft Bylaws. Sharron Harris
emailed it to all members 7 days prior to the vote.

Motion passed

- c. Motion – Vote to Approve Mentor Program – (4:45pm – 4:50pm)
Sharron Harris circulated this prior to today’s meeting. Brenda Glass explains the objective of
the program. It is to help the new members and familiarize them to how the Planning Council
operates.
A motion was made by Max Rodas Seconded: James Stevenson
Vote: In Favor: 5 Oppose: 0 Abstain: 0
Motion passed
- d. Motion – Vote to approve New Candidates for Planning Council – (4:50pm – 5:00pm)
It was brought to attention that the current members whose terms are expiring need to
complete an application for submittal to the County, they have until June 1st to submit them.
Along with the application they need to include a bio. Jason McMinn asked what mandated
slots the new applicants fill. Sharron Harris and Kimberlin Dennis explained what mandated
slots would be filled by the applicants.
A motion to approve the slate of six (6) new applicants was made by James Stevenson
Seconded: Jason McMinn
Vote: In Favor: 5 Oppose: 0 Abstain: 1
Motion passed
- e. Provide Monthly Progress Update from HRSA Project Officer – (5:00pm – 5:05pm)
Sharron Harris explained the HRSA call; 1. Reported on the progress that is being made in all
committees.
- f. Discussion – Draft Application for Non-Planning Council Members to serve on PC Standing
Committees – Sharron Harris reviewed the “non-member” application.(projected on the screen)
These members can vote in committee but not in Full PC meetings. They must follow the same
rules and regulations as the full PC. The number of “non-member” applicant’s cannot be more
than members of the full Planning Council. Sharron Harris will circulate the draft application to
the Executive members. MRM will bring a motion to the executive members at the June
meeting.

Committee Reports

- a. Community Liaison Committee (Kimberlin Dennis for Naimah)
Community forum discussion took place, great forum and feedback.
Community forum: to educate the PLWHA.
Building training activities for CLC, do a monthly community calendar (James Stevenson and
Bryan Jones are in charge of this.) They need to plan 3 months. in advance for a second
community Forum. Feedback results: 1. Members should attend support groups (Kimberlin
Dennis and Kristina Knight need to approve members to speak at support groups)
- b. Strategy & Finance - Max Rodas

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Conversation regarding the grantee and reallocation, this language has been approved in the Bylaws. PSRA is dominating the conversation at this time, meeting was held today regarding directives. Dates and times were chosen for the PSRA, the location is The Free Clinic on Euclid Ave. in Cleveland. A special PC meeting will be held in July 13, a quorum is needed, **ALL** members need to be present.

- c. Membership, Retention & Marketing – Brenda Glass
Discussed the open nomination process; the committee will analyze it’s reflectiveness in June and January annually. The Mentorship Program has already been voted on today. The goal is to meet the CAP deadlines.
- d. Quality – Jason McMinn
Met today, Kate Burnett - Bruckman presented a summary of the findings from the chart level audit reports, reviewed the data presented. Next month review most recent Needs Assessments.

Other Business - None

Announcements

Next month meeting will be held on the **5th floor** in the Education Room for all committees

Adjournment

Motion: Brenda Glass Seconded: Kristina Knight

Vote: In Favor - Unanimous

	Executive Committee Members	Term	Mar	Apr	May
1	Kimberlin Dennis	8/13 - 8/16	Y	Y	Y
2	Kristina Knight	7/15 - 7/18	N	Y	Y
3	Darryl Fore	7/15 - 7/18	N	Y	N
4	Brenda Glass	7/15 - 7/18	Y	Y	Y
5	Jason McMinn	7/15 - 7/18	Y	Y	Y
6	Naimah O'Neal	3/14 - 3/17	N	N	N
7	James Stevenson	8/13 - 8/16	N	Y	Y
8	Chris Ritter	7/15 - 7/18	N	Y	N
9	Max Rodas	3/14 - 3/17	Y	Y	Y
	as of 5/18/16		3	8	6

Staff: Sharron Harris, Pam Ditlevson, Claire Boettler, Kat Burnett-Bruckman, Jennifer Brindle

Guest: Kim Rodas, Clinton Droster, Tracy Johnson