

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, October 5, 2022

2:30 am to 3:30 pm

Start: 2:48 pm

End: 3:43 pm

Facilitator: B. Gayheart

Moment of Reflection

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: October 5, 2022

Addendum:

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

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

Approval of the Minutes: September 7, 2022

Addendum:

Motion: C. Droster Seconded: K. Dennis

Vote: In Favor: 6 Opposed: 0 Abstained: 1- C. Barnett

New/Old Business

Update for Nov. 2022 New Member Orientation – S. Harris

Based on the overview, we are now looking for any input on the current new member orientation process and/or whether changes or updates are needed.

***Comment: C. Barnett** - Maybe we can cover the importance of additional training and select dates, so new members can put them on their schedule.

***Response: B. Gayheart** – Agreed, that allows new members to plan ahead, specifically with PSRA.

***Comment: S. Harris** - We have basic training at the beginning of the year, relating to recruitment, and we will now include additional training in this packet. Also a good idea for chairs to present on each of their committees for more thorough training and understanding.

***Comment: N. O'Neal** – For new PLWH, chairs who are also PLWH should discuss in those committees, their experiences and why they are involved, showing other PLWH they can also present and, if qualified and informed, be invited to lead trainings such as U=U.

Input for a New Co-Chair Training Program- S. Harris

We want to consider the idea from Clifford on training for new chairs. This would be a more detailed training, highlighting co-chair responsibilities and separate from the new member orientation training.

***Comment: C. Barnett** – Understanding conflicts of interest, managing challenging individuals during your meeting, and showing respect.

***Comment: N. O'Neal** – Also sharing experiences on being co-chairs.

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New Member Recruitment Progress Update

S. Harris – We will reach out to new members on if they are interested in having mentors.

N. O’Neal – The mentors could also be those who initially gave the new members an application, or asked them to apply to PC.

Suggestions for mentor pairing:

- Anthony – Brenda, or Christy if available.
- Daytona- Naimah
- Biffy - Billy

S. Harris – Continue looking out for good candidates who would be good for PC and that advocate on PLWH issues. We also still need to recruit more youth and Hispanics, maybe by doing community forums or focus groups, which are easier to schedule and keeps things more organic by just addressing things of interest.

Parking Lot

Review Committee Work Plan for Compliance – B. Gayheart

S. Harris - The dates will be adjusted based on today’s overview.

1. **Review & Approve Work Plan for 2023 Open Nomination Process** – Ongoing.
2. **Monitor & Quarterly Report Attendance Status to Exec & Full PC**- Continue as same and follow up with reminder letters.
3. **Distribute Quarterly Attendance Reminder Letters** - Resume reminder letter process.
4. **Conduct Bi-Annual Analysis of PC Membership for Federal Reflectiveness Mandate**- Continue with same.
5. **Develop & Implement a Comprehensive Planning Council Training Program** – Refer back later.
6. **Conduct Open Nomination Process in Accordance with the Work Plan** – Look to February for plotting recruitment.
7. **Evaluate PC Mentor Program (Assign/Confirm)** – Review process.
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** – Ongoing.
11. **Monitor & Report Legislative Updates** – Ongoing.
12. **Develop 2024 Work Plan** – Ongoing until end of year.

B. Gayheart – Later we will begin focusing on the responsibilities in regards to marketing for PC.

Announcements

K. Dennis - Ministry of Hope, Women’s Healing Weekend, sponsored by AIDS Funding Collaborative for Women and Transwomen living with HIV, Friday, October 7th – Sunday, October 9, 2022, Hiram House. For more info contact: Kimberlin Dennis (216) 374-3980 or Halima Grant (216) 246-8339.

B. Gayheart – Looking at surgery set for Oct 20th, will do best possible to be here and ask for continued thoughts and prayers.

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Adjournment

Motion: K. Dennis

Seconded: C. Barnett

Attendance

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

PC Members: C. Barnett, M. Deighan

Attendees: none

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