

# **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, February 1, 2023 2:30 am to 3:30 pm**

**Start:** 2:34 pm

**End:** 3:37 pm

**Facilitator:** B. Gayheart

### **Moment of Reflection**

### **Welcome and Introductions**

### **Approval of Agenda: February 1, 2023**

#### **Addendum: With addition of new applicant update in New Business**

Motion: N. O'Neal

Seconded: F. Ross

Vote: In Favor: All

Opposed: 0

Abstained: 0

### **Approval of the Minutes: January 4, 2023**

#### **Addendum:**

Motion: F. Ross

Seconded: B. Glass

Vote: In Favor: 7

Opposed: 0

Abstained: 1- C. Droster

### **New/Old Business**

#### **Open Nomination Recruitment Update- S. Harris**

This committee has role of keeping membership consistent and reflective. To help maintain this consistency, please remember to continue forwarding information on interested persons and contacts to the MRM co-chairs so they remain involved with updates and communication.

- The Open Nomination process will begin in January and remain open until the June cutoff, in which the next steps will proceed for those in the candidate pool up to that time,
- The panel for interviewing new candidates will follow the same procedures for the interview process, and it will be made up of PC members, and co-chairs, following the standard interview questions.
- After the membership interview process, the interview panel will submit their interview questionnaire with their feedback/recommendation to PC clerical support.
- The interview feedback/recommendations will then be forwarded to the three executive committee chair: Christy, Kimberlin, and Brian, for review/pre-approval. Afterwards, the recommended candidates will come before Full PC for final approval/vote.

After Full PC approval, all information for the recommended candidates will be compiled and forwarded to the recipient office for final review, before submission of the completed packets to the Cuyahoga County Commissioner, Chris Ronayne's Office for official confirmation.

- Once in the hands of the County office, there is usually a delay, weeks or maybe a few months, before the County notifies the recipient office of the next steps leading up to the official appointment ceremony, which may require either in-person or virtual attendance of the candidates.

#### **New Application Update- S. Harris**

Membership can decide how to proceed so long as the nominee packages are completed by the six-month (end of June) period so they get submitted to the County executive office for final confirmation. Co-chairs must be official, county-appointed members. This applies to all the subcommittees, including Prevention Committee. While Prevention members can choose to be official or non-official members, as meeting attendees, if a Prevention member would like to become a co-chair, they must go through the official county process. Additionally, anyone seeking a co-chair position must serve at least three months as an official PC member before applying, as the PC Bylaws layout the uniqueness of what is expected of the committee.



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**\*Question: B. Willis** - Do we have representation from transgender community?

**\*Response: S. Harris** - Not yet, had one, but that was short-tenured. We want to improve services but have been unable to get transgender data, as ours comes from ODH thru federal, an unreliable process.

### **PC Mentor Update – B. Gayheart**

We want to review this and see if/how this can be useful for new recruits, in them better understanding how PC operates and policies and procedures required.

**\*Question:** What makes this transitional area?

**\*Response: S. Harris-** It is transitional because less than 1,000 are being tested, if more test, it may be re-classified as a metropolitan area. Some of the goals are to build confidence, maintain lines of communication, and encourage involvement.

**\*Comment: S. Harris** - The role a mentor plays is to clarify meeting information, be available to answer questions, and attend the initial orientation with the mentee for support.

**\*Comment: B. Glass** - A lot of time things happen fast during meetings, so this helps build a relationships to foster growth in PC.

Sharron – We will organize the docs needed for mentoring and send to you all docs, and we can talk on interview scheduling and how you want to decide.

**Parking Lot-** None

**Announcements** - None

### **Adjournment**

Motion: N. O’Neal

Seconded: F. Ross

### **Attendance**

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

**PC Members:** J. McMinn, F. Ross,

Attendees: R. Watkins, B. Willis, E. Toader, M. Jackson-Rollins

Staff: M. Baker, S. Harris, T. Mallory