

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, September 6, 2023

2:30 am to 3:30 pm

Start: 2:35

End: 3:33 pm

Facilitator: B. Glass

Moment of Reflection

Welcome and Introductions

Approval of Agenda: September 6, 2023

Addendum:

Motion: F. Ross Seconded: C. Droster

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

Approval of the Minutes: August 2, 2023

Addendum:

Motion: K. Dennis Seconded: J. McMinn

Vote: In Favor: 9 Opposed: 0 Abstained: 2- A. Forbes, F. Ross

Old Business

Open Nominations

Solicitation of Applications - How can we get the work out to ensure key audiences are included, especially young people and members of the LantiX community? – L.J. Sylvia

We currently have six apps on file, the last two individuals, both young, were recommended by Deairius. While some of the apps are not complete, they will all require either interviews and/or some type of follow-up. To get started on the recruitment process, what type of materials are needed to recruit folks, such as flyers, fact sheets, etc.?

***Comment: B. Glass** - Maybe a fact sheet would be good, as many indicate time commitment as being an issue, especially those with multiple commitments or other obligations.

***Comment: K. Dennis** – The flyer idea was referred by case worker years ago as something of interest.

***Comment: L.J. Sylvia** - Will try to create one for people under 50 years of age.

***Comment: J. Patterson** - Maybe consider doing this electronically, especially for getting youth.

B. Glass – Looking at possible deadlines with County, it we will look to set a date for proposed candidates now, so as not to lose them or their interest. We can then match that with who's rolling off, get interviews completed, and do all of this simultaneously to make sure we stay in compliance. Our usual goal is to conduct a special recruitment period around the end of January, then start the onboarding process between February and March, so as to have folks in place for county appointment by June.

Review of Term Limits – L.J. Sylvia

In reviewing term limits, we have some eligible for second terms and those with terms about to expire, who will have to roll off for one year, before re-applying again. For those who will be re-applying for another they will be interviewed differently from new applicants, in which they will be asked how they have benefited, or what they have contributed to the planning council, as well as provide updated applications where they may be changes. For terms, each member is appointed for two, consecutive

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three-year terms. Upon completing each three-year term, they are to roll off or step down for one year as active, voting planning council members. During this cool-off period, they can still continue to regularly attend and provide input at meetings, however, their attendance will not be recorded and they will not have voting or other membership privileges. Once their year off is complete, they can then re-apply for another succession of terms.

B. Glass – We visited this during Sharron’s tenure, looking at how all present co-chairs play a vital role in PC. The consensus was to keep things consistent as possible and not to just lead people out because of ending terms, as we need to maintain that level of expertise, particularly for PSRA. That’s something ongoing with every board, but for this council, it is very difficult due to type of categories to fill. We have to look at how to do this carefully as it’s hard, in general, to get people willing to commit to PC.

Recommendations

- 1. L.J.** – Move forward with current renewals and new apps, set recruitment goals, and application deadlines for early next year.
- 2. L.J.** – Inquire of continued interest on expired co-chair terms, while simultaneously making space for replacements by working with exec committee to fill co-chair roles so as to lessen gaps.
- 3. L.J.** – Provide a spreadsheet for all to review, showing membership at a glance, and if we’re meeting our 33% and reflectiveness.
- 4. Julie** – Schedule interviews within 30 days, as people lose interest and may get recruited elsewhere.
- 5. L.J.** – Begin compiling a list of folks from all committees and then send out polling dates/times.
- 6. Kimberlin** – Have at least two panel members for each interview, with one from MRM committee.
- 7. Zach** – Re-appoint process should begin now with doing paperwork and assigning interview panels.

Preparation for November Orientation – B. Glass

We will move this discussion to the October meeting.

Parking Lot - None

Announcements

F. Ross – We have a potential collaboration with the Sankofa group to host our next listening session, which will be in-person. Their event is set for second half of October, in which approximately 80 people will be attending. We will keep all updated on this progress.

J. Toombs – The AIDS Task Force (ATF) and AIDS Healthcare Foundation (AHF) is sponsoring a film on Friday, September 15th at 6:00 pm. Following the film will be a reception, and this is a free event for all to enjoy an evening of sight and fun.

K. Dennis – The Ministry of Hope Retreat, set for October 27-29, still has a few slots available. If anyone is interested, contact Kimberlin Dennis at: kdennis501@sbcglobal.net.

Adjournment

Motion: J. Toombs

Seconded: F. Ross

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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	20		
2	Billy Gayheart, Co-chair	20	20	20	20	20	20	20	0		
3	Joye Toombs	20	20	20	20	20	0	20	20		
4	Anthony Forbes					20	20	0	20		
5	Kimberlin Dennis	10	10	10	10	10	10	10	10		
6	Naimah O'Neal	10	10	10	10	10	10	10	0		
7	Jeannie Citerman-Kraeger	0	0	10	0	10	10	10	10		
8	Clinton Droster	0	10	10	10	10	10	10	10		
9	Jason McMinn	10	10	10	10	10	10	10	10		
	Total in Attendance	6	7	8	7	9	8	8	7		

PC Members: M. Deighan, L. Lovett, J. Patterson, F. Ross

Attendees: none

Staff: Z. Levar, L.J. Sylvia, T. Mallory