

# **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 4, 2023**

**2:30 am to 3:30 pm**

**Start:** 2:38 pm

**End:** 3:30 pm

**Facilitator:** B. Gayheart

**Moment of Reflection**

**Welcome and Introductions**

**Approval of Agenda: October 4, 2023**

**Addendum:**

Motion: J. McMinn      Seconded: K. Dennis

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

**Approval of the Minutes: September 6, 2023**

**Addendum:**

Motion: J. McMinn      Seconded: K. Dennis

Vote: In Favor: 4      Opposed: 0      Abstained: 1- B. Gayheart

**Old Business**

**Open Nominations Update – L.J. Sylvia**

Review Materials - At last meeting folks decided to begin working on interviews for renewals. We created an online renewal for committee to review, as the feedback should remain the same. We also added a question for co-chair interest, and info on gender, breaking it out into five categories.

**\*Comment: B. Gayheart** – The app should be based on the reflectiveness requirements for the categories needed, not necessarily going in detail on the category.

**\*Question: L.J. Sylvia** – As this can be changed to read better, how should it be revised?

**\*Response: B. Gayheart** – We don't need to stress disclosure of PLWH for renewals, just for new apps.

**\*Comment: J. McMinn** – If using people first language, it should be more like asking and letting them know why we need this, instead of just putting it on the app.

**\*Comment: L.J. Sylvia** – We'll first send the draft to current renewals for their input/feedback on any issues.

**\*Comment: B. Gayheart** – Those up for renewal already know, and can just proceed to the next part.

**L.J. Sylvia** – If sending out tomorrow, the deadline will be the 20<sup>th</sup> for renewal members to get this application and all the forms they need to complete. We also want to schedule the interview dates, possibly for the first week in Nov. The interview panelists will be: Billy, Kimberlin, Joye, and Jason.

**Recruitment – B. Gayheart**

Set goal for early 2024 - Determine a Recruitment Timeline

We appreciate all the good ideas on recruiting, We will look at how to address this in the next meeting, as we have to get on the ball, particularly with many terming off and with our current vacancies.

**Moving Forward with Term Limits – L.J. Sylvia**

This can be approached in two ways, for those about to end their second term, and those in their last term, but not in a mandatory or leadership role. Do we then send an email or a letter notifying them?

This letter would update them on reaching the end of their term, in which they just won't be a voting member for one year, and asking them to continue participating and to reapply again in a year.

**\*Comment: J. McMinn** - The letter sounds nice, and a good practice to start for this process, as we have decided a replacement for MetroHealth's category. That person will fill this role and the youth category.

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**\*Comment: L.J. Sylvia** – We will talk to replacements for mandated roles.

**B. Gayheart** – We can decide on a time to jump on a call and further discuss this.

### **Preparations for November Orientation- L.J. Sylvia**

We will use the format already done, shorten it, and make it more palatable. Any thoughts or useful info, keeping in mind this presentation is designed as a basic introduction and guideline on Planning Council membership, and the commitment involved in being a member.

**\*Comment: A. Forbes** – Maybe the presentation could focus on items that may stand out for folks, like Conflicts of Interest, perhaps giving more clarity on what it means, and how it relates to voting.

**B. Gayheart** - In the past, orientation has been too long and overwhelming. It would be best to shrink it and make it more presentable, within the time limit. If anyone has other ideas, please let us know.

**Parking Lot** - Tabled

### **Announcements**

**K. Dennis** – The Ministry of Hope Women’s Retreat, set for October 27-29 is full, with a long waiting list of people still interested.

### **Adjournment**

Motion: K. Dennis

Seconded: J. Toombs

### **Attendance**

		Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
	<b>MRM Members</b>										
1	Brenda Glass, Co-chair	20	20	20	20	20	20	20	20	0	
2	Billy Gayheart, Co-chair	20	20	20	20	20	20	20	0	20	
3	Joye Toombs	20	20	20	20	20	0	20	20	20	
4	Anthony Forbes					20	20	0	20	20	
5	Kimberlin Dennis	10	10	10	10	10	10	10	10	10	
6	Naimah O’Neal	10	10	10	10	10	10	10	0	0	
7	Jeannie Citerman-Kraeger	0	0	10	0	10	10	10	10	0	
8	Clinton Droster	0	10	10	10	10	10	10	10	0	
9	Jason McMinn	10	10	10	10	10	10	10	10	10	
	<b>Total in Attendance</b>	6	7	8	7	9	8	8	7	5	

**PC Members:** None

Attendees: P. Johnson, [pjohnson@clevelandtaskforce.org](mailto:pjohnson@clevelandtaskforce.org)

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