

Cuyahoga Regional HIV Prevention and Care Planning Council

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

Naimah O'Neal, Faith Ross – Co-Chairs



Community Liaison Committee (CLC) Minutes

Wednesday, January 3, 2024

12:00 pm to 1:00 pm

Start: 12:04 pm

End: 1:02 pm

Facilitator: N. O'Neal

Moment of Silence

Welcome and Introductions – CCBH Grant Coordinator, Brittanie Evans, and intros from all attendees.

***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: January 3, 2024

Motion: F. Ross **Seconded:** B. Gayheart

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

Approval of the Minutes: November 1, 2023

Addendum:

Motion: F. Ross **Seconded:** J. Mazo

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

Old/New Business

Work Plan for 2024 – N. O'Neal

We will now look at our CLC 2024 work plans for things we would like to get done this year.

1. N. O'Neal - We revised the survey in November, finalized the workgroup in December, the Part A office distributed the survey to case managers, and updated a Spanish version. The survey will close on February 27th and we will give S&F a report to use for Priority setting. We will also distribute and promote the survey at support groups and community events.

Community Liaison Committee Work Plan Activity	Start Date	End Date
1. Create and implement a consumer needs survey to inform PSRA and Planning Council decisions.	Nov 2023	Apr 2024
a. Revise Survey – Nov 2023 CLC		
b. Finalize Survey – Survey Workgroup 12/2023		
c. Distribute Survey to entire network		
d. Distribute Survey at Support groups, community events		
e. Promotion and follow up to survey		
f. Survey closes February 23, 2024		
g. Review Consumer Needs Survey Process & make changes as needed to prepare 2024/25 Consumer Needs Survey before the Summer events		

2. N. O'Neal - We analyzed the 2023 survey and listening sessions, and discussed a draft to present to full PC in March.

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L.J. Sylvia – We commend all who worked on the listening sessions, as everyone did a great job and worked hard to make them successful. The info from the listening sessions will be shared with the survey data in time for PSRA, and will also be shared at full PC for more input.

Community Liaison Committee Work Plan Activity	Start Date	End Date
2. Create and deliver a presentation about consumer needs to inform PSRA and other Planning Council decisions. a. Analyze Survey and Listening Session Data and Create draft presentation b. Discuss Draft (Feb. CLC)	Jan 2024	Mar 2024

3. N. O'Neal – There has been communication with the Centers on possible collaboration on outreach plans. We will also coordinate with MRM and Prevention committees to make sure we connect with the community in the best way so they know who CLC is, and what we are about. We must make our presence known so people can come to us as a gatekeeper, and consider pairing up wherever we can to do the work.

Community Liaison Committee Work Plan Activity	Start Date	End Date
3. Create and Implement an outreach plan to connect with the community, welcome more people into the CLC, and listen to community needs and priorities. a. Clarify the Purpose and Intention for CLC Outreach b. Create a list of events for the year where CLC will attend for outreach (Feb. CLC) c. Coordinate with MRM and Prevention to ensure coordinated outreach efforts (Executive Committee or Full PC) d. Implement Summer Outreach Plan (May, June, July, Aug)	Feb 2024	Aug 2024

4. N. O'Neal – We want to look to do this in other counties, see how to attract youth ages 31 and under, and have listening sessions for the Latino community in order to see people from other communities who may not know of RW PC.

Community Liaison Committee Work Plan Activity	Start Date	
4. Design and implement (2) in-person and (2) online Listening Sessions; Target one session to Lorain County, and Include Youth and/or Latino Listening Sessions; Collaborate with Community retreats and support groups to do in-situ listening where possible. a. Secure a location and finalize dates for the Listening Sessions	May 2024	Sept 2024

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b. Review the Listening Session format and logistics from the previous year, make changes as necessary c. Review the promotion plan from the previous year, make changes as necessary d. Implement the promotion plan e. Host the 2024 Listening Sessions f. Analyze and present data collected at the Listening Sessions		
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5. N. O'Neal – We will start thinking now on brainstorming topics, and maybe start next month identifying some presenters, starting with PLWH first, then branching out to invite others.

Community Liaison Committee Work Plan Activity	Start Date	End Date
5. Implement training to inform and support members of the CLC a. Brainstorm topics for the year b. Finalize topics and identify presenters c. Implement training for CLC members	Jan 2024	Oct 2024

6. N. O'Neal – We created the work plan in 2023, we will monitor it through year, think of what works, what to keep, and/or whether to change plans or goals for the coming work year. We will look to start in October and go to November.

Community Liaison Committee Work Plan Activity	Start Date	End Date
6. Create and Monitor a committee work plan a. Create an initial draft of the work plan b. Review and finalize the 2024 Committee Work Plan c. Monitor work plan throughout the year d. Discuss goals and brainstorm ideas for the upcoming year (Oct., Nov) e. Create an initial draft of the work plan for the upcoming year.	Dec 2023	Dec 2024

Motion: To Vote and Approve the Community Liaison Committee (CLC) 2024 Work Plan, as written.

Motion: J. Mazo Seconded: F. Ross

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

Motion passes.

Brainstorm Training Topics for 2024 – N. O'Neal

In brainstorming training ideas, what topics would be interesting to learn about or teach?

J. Mazo - Learning how to navigate MyChart.

B. Jones – With young people using MyChart, learning to share status as a way of honoring criminalization laws, maybe also getting a young person to speak on this.

F. Ross - Learning how to advocate in doctor appointments, and how/to for seniors using OTC cards.

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B. Gayheart – Inviting outreach process experts to give direction and suggestions how to move forward.

L.J. Sylvia – As being done in QI, maybe look at things important for healthy aging and end of life care.

N. O'Neal – We have looked at planning your sunset and maybe this can be taught to full PC, as we can invite others knowledgeable on these subjects.

J. Mazo - Maybe developing your relationship with your case manager/social worker.

N. O'Neal – QI and CLC chairs plan to do a webinar on this and the challenge is for PC to invite people.

List of Training Topics for 2024

1. Navigating MyChart – J. Mazo
2. Confirming Status to Avoid Criminalization (MyChart or otherwise) – B. Jones
3. Learning How to Properly Advocate for Yourself in Doctor Appointments – F. Ross
4. Outreach – Best Practices – B. Gayheart
5. Using OTC (Over the Counter) Cards Issued by Insurance – F. Ross
6. Planning Your Sunset – End of Life Planning for PLWH – N. O'Neal, L.J. Sylvia
7. Developing Your Relationship with Your Case Manager/Social Worker – J. Mazo

Outreach for Survey – N. O'Neal

As we had a good opportunity to share the survey during the CWRU World AIDS Day event, it appears the best strategy may not have taken place. In order to build momentum and work to surpass last year's survey goal, we must all step up and sacrifice our time to make sure we get out in the community.

***Comment: B. Gayheart** – PC and Part A representation was present. Personally did promotion and had conversations with many on PC and RW, as there was also a table with flyers, surveys and other info, manned by the Part A team.

***Comment: L.J. Sylvia** – To update, we have a great opportunity now to move forward, as currently 33 surveys have been completed over the holiday, about 25% where we were last year. Also, we've now done broad sharing, hearing some medical case managers are sharing the survey at events and support groups, and the Part A team now has a Spanish version available. One thing that seemed to work well with the surveys and listening sessions, was to take a moment to identify people we can reach out and contact to share the info.

***Comment: N. O'Neal** – Sent links to patients, some replied and completed in survey monkey, surpassing number previously done.

***Comment: B. Jones** – Consider not using “consumers”, maybe more people-first language.

***Comment: M. Baker**- Perhaps in 2024, look to hone in, not just on opportunities, but also strategies.

N. O'Neal – We all have our own communities of friends and people we know, and however we invite them into things, may be the way we get more people.

L.J. Sylvia – In looking at ways on how to get more people to do surveys, listed are a few ideas.

- Naimah will share with patients.
- Brooke will share, via iPad, at UH, and will post on the ACTU Facebook, Twitter, and Instagram.
- L.J. will check about getting the survey on Positive Peers.
- Bryan suggests handing out paper surveys at appointments.

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Agree on CLC Committee work activity (if any) to be reported at the Executive and Full Planning Council Meetings – N. O'Neal

We will report on our 2024 work plan to full PC and the next meeting will be February 7, 2024.

Announcements

B. Jones – The Sankofa group has received a small grant to do a town hall event on PLWH aging. For further info, please contact Bryan Jones at: jones.curtis.bryan@gmail.com, phone: (216) 640-3404, as Planning Council representation is being requested in order to help keep the event on track.

L.J. Sylvia – Also, there are two surveys circulating, one from the Exec committee looking for feedback from PC members and the other is the CLC survey for PLWH input.

Adjournment

Motion: J. Mazo

Seconded: F. Ross

Attendance

	CLC Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Naimah O'Neal, Co-chair	20									
2	Faith Ross, Co-chair	20									
3	Stephanice Washington	20									
4	LeAnder Lovett	0									
5	Bryan Jones	20									
6	Peter Scardino	20									
7	Jeff Mazo	20									
8	Rhonda Watkins	0									
	Total in Attendance	6									

PC Members: B. Gayheart, K. Dennis

Attendees: T. Mahdi, B. Willis

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