

Executive Committee Meeting Minutes

Wednesday, November 15, 2023

4: 00 pm to 5:30 pm

Start: 4:01 pm

End: 5:27 pm

Facilitating Co-chair: K. Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda: November 15, 2023

Addendum:

Motion: F. Ross Seconded: J. Patterson

VOTE: In Favor: All Opposed: 0 Abstained: 0

Approval of Minutes: April 19, 2023

Motion: J. McMinn Seconded: J. Patterson

VOTE: In Favor: All Opposed: 0 Abstained: 0

Approval of Planning Council Agenda: November 15, 2023

Addendum:

Motion: F. Ross Seconded: N. O'Neal

VOTE: In Favor: All Opposed: 0 Abstained: 0

Committees

In one or two sentences, what is the main focus of your committee work right now?

Naimah – Analyzing the listening sessions just had, and creating a survey to move up time to assist S&F.

Faith – Also, just updating the survey.

Julie – A big piece is today's reallocation and carryover discussion.

Clinton –Upgrading and improving S&F, working to get more information to make it better.

Billy – Voting on the four applicants, and doing renewals, as there are a ton of them.

Jason – The deep dive into positively aging, and after Ben Rose and DSAS presentations, looking for a path forward.

Deairius – Focusing on education pieces related to Prevention, also figuring how the committee should move forward and what we can do to reach people, as it's more of a work in progress, rather than a structured process.

Planning Council Business

Vote on Membership Applications - B. Gayheart

The four (4) new candidates are: Rhonda Watkins, who is representing underserved populations, Anthony Forbes, representing community-based organizations, Lorsonja Moore representing Cuyahoga County Department of Senior & Adult Services (DSAS), and Tiffany Greene, representing HOPWHA (Health Opportunities for People Living with HIV/AIDS). All four candidates have gone through the interview process, and have given their reason for wanting to serve on PC. This will be a slate vote, with a roll call.

Motion: To vote and recommend the four (4) new PC candidates: Rhonda Watkins, Anthony Forbes, Lorsonja Moore, and Tiffany Greene, for full PC final vote and approval to Planning Council.

Motion: N. O'Neal Seconded F. Ross

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

Motion passes.

Review and Vote on Reallocation and Carryover Request – J. Patterson

November when we look at getting money back into categories, not being spent and moving to another. We took our best guess a year ago, and looks like we did well in the sense to meet mid-year requests, and in the end, the final recommendation for 2024 Reallocation and Carryover is for Oral Health Services and Other Professional Services categories.

Motion: To Recommend the 2024 Reallocations to Full Planning Council, as written in the spreadsheet.

Motion: J. Patterson Seconded: F. Ross

Vote: In Favor: 8 Opposed: 0 Abstained: 2- J. McMinn, N. O'Neal

Motion: To Recommend the Estimated FY 2024 Reallocation Carryover funds to be designated to Oral Health Services (OHS) and Other Professional Services categories, as brought forward by Strategy & Finance Committee.

Motion: J. Patterson Seconded: F. Ross

Vote in Favor: All Opposed: 0 Abstained: 0

Review and Discuss Purpose of the Executive Committee – L.J. Sylvia

The purpose of this presentation is to give an overview of the role(s) of the Executive Committee, as they relate to the current bylaws. While we are not fully in line with them now, we can start to look at where we can adjust the way we do things, and/or make space for other things if needed.

Executive Committee – By laws, Section 6.2, Executive Committee (page 26)

Based on the current bylaws, the duties of the executive committee are as follows:

- 1. Proving leadership in establishing the Planning Council's priorities.*
- 2. Setting and approving the agendas for each monthly meeting.*
- 3. Providing leadership and oversight of the Planning Council's work products.*
- 4. Reviewing all standing committee work products before they go to full Planning Council for approval and requesting revisions, or additional work as needed.*
- 5. Problem solving and integrating work plans across committees.*
- 6. Serving as a conduit for information sharing.*
- 7. Ensuring the integrity of the PSRA process.*
- 8. Managing the overall operations of the Planning Council.*
- 9. Appointing and removing co-chairs of standing & special committees (as needed in conjunction with Planning Council Executive co-chairs).*
- 10. Reviewing and making decisions on filed grievances.*

Christy – We had previous conversations on how we all want to proceed. As things have changed over the last three years, we just need to find out what's best for the group.

Billy – Whatever is changed, keep in mind the bylaws have to reflect that, as MRM will have to research, adjust, and stay compliant with HRSA.

Naimah – Now, post-Covid, we should revisit bylaws to be more in line with the state’s current bylaws.

Julie – A lot was redundant. Maybe address bylaws issues in a shorter meeting, potentially.

Clinton – For reviewing bylaws, there should be another committee to work on this and they present to full PC, as some of bylaws are required by HRSA.

L.J. - When thinking about the best use of your time in shaping PC, what’s most important?

Billy – With bylaws, we must stay in compliance although adjustments can be done. However, what we choose to do with the executive committee is a different discussion.

Julie – The most important is number 8, managing overall operations, along with number 3, providing leadership and oversight of PC work.

Naimah - Part of exec meetings should be about supporting us, as chairs, on what we may need and what that looks like, going over rules of order when conducting our meetings, and maybe having honest conversations on how things are going and how we can all help improve our committees. This is our time and opportunity to get input and suggestions.

Jason – The way we were doing in meeting every month was not the best use of our time, whereas now, we only meet when issues come up that need addressing. Also, we’re currently only half a planning council, so to meet an hour and a half is way too much. The idea of making exec meetings more about supporting our subcommittees is great, especially with new chairs coming on board.

Deairius – Like Naimah’s suggestion on structuring everyone’s ideas in this time. Not sure of the bylaws issue, but just that we need to do it in this space. For me, it’s about what we need to do in our meetings to better reach the community, as if we continue the same way, we probably won’t get new folks, especially young one, to buy into this. Just want to see the work being done and to make it happen.

Billy – If the bylaws are saying this, we have to stick with our bylaws. Also, like the idea of helping co-chairs, especially new ones, and agree that there is too much talk and not enough action.

Faith – This should be for discussing issues in committees and how to solve them to be more productive.

Naimah – To the Deairius’ comment on reaching people, are there suggestions on how we can get surveys and info on listening sessions out, as key people are often missing and we want to invite anyone that can add to getting the word out to PLWH?

Deairius – We have to get to people, be in their spaces, especially with young people, as they won’t come to a listening to a session or other meetings, without incentives. With people in general, we are a very exchange-type community in greater Cleveland, a lot of give and take. So, we have to offer people things if we want their input or involvement.

Naimah – Would like a discussion on the PC budget, particularly the administrative portion and how that was spent, as well as a five-year audit of the administrative portion, by early next year. As Deairius mentioned, we will never get to young people if we can’t offer things.

L.J. - To recap suggestions for improving exec committee, they are:

- We can change bylaws but make sure they align with HRSA, until then follow as current.
- Suggest exec committee, as relating to bylaws, become a space for co-chairs to share and discuss.
- Theme around not having a redundant space
- Providing leadership and managing overall operations.

Kimberlin– We will look to dissect this information from today’s meeting, and look at making changes.

PC Meeting Schedules for 2024 – L.J. Sylvia

In prior discussions on possible changes to our meeting schedules, the committee recommends that the 2024 schedules remain the same until further discussion on the bylaws. Afterwards, a poll will be shared on suggestions for alternative meeting time and date options.

Other Business - None

Announcements & Adjournment

Motion: J. McMinn

Seconded: F. Ross

Attendance

	Executive Committee	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Kimberlin Dennis- Exec Co-Chair	10			10				10		10
2	Christy Nicholls – Exec Co-chair	10			10				10		10
3	Brian Kimball – Exec Co-Chair	0			10				10		10
4	Naimah O'Neal	10			10				10		10
5	Faith Ross	10			10				10		10
6	Clinton Droster	10			10				10		10
7	Julie Patterson	-			10				10		10
8	Brenda Glass	0			0				10		0
9	Billy Gayheart	10			10				10		10
10	Jason McMinn	10			10				10		10
11	Deairius Houston	10			10				10		10
	Total in Attendance	8			10				11		10

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