

Executive Committee Meeting Minutes

Wednesday, February 21, 2024

4: 00 pm to 5:30 pm

Start: 4:03 pm

End: 5:10 pm

Facilitating Co-Chair: K. Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda: February 21, 2024

Addendum:

Motion: C. Nicholls Seconded: B. Gayheart

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

Approval of Minutes: January 17, 2024

Addendum:

Motion: J. McMinn Seconded: C. Nicholls

VOTE: In Favor: 8 Opposed: 0 Abstained: 2- N. O’Neal, D. Houston

Committees

What are you celebrating or what support do you need from your committee?

Kimberlin – Celebrating life, being able to be present, with so much loss, appreciate all the committee gives. Good to have support of PC and all to do the work we are called to do for PLWH.

Naimah – Very appreciative of this committee, for prayers, and hope to be coming out of the woods soon. Nice to know that, if needed, people are there to offer support. When we start planning for CLC in doing summer events, hopefully, this committee and full PC will look at volunteering to sit at tables and getting the word out, as so many don’t know of RW services.

Lj – We also want to point out CLC has been doing great work in the survey, and we lift you both up, Naimah and Faith, and celebrate you on that.

Jason – We just had QI meeting with 19 people, and celebrate that. It’s great to have that type of support around what we are doing with aging. Also interesting when new folks come to meetings, reporting what they’ve been doing, and the time it takes up in meetings. It can be tricky and maybe something to consider in knowing how much to do or not to do in giving updates.

Billy – Celebrating we are 99% complete with the county packet for renewals and new members. We are also still asking for help with getting new MRM members, as we now only have one core member, after losing another potential one today. We’re also asking for help with interviews.

Julie – Everything seems to be going pretty well and we are getting tons of support.

Lj – Celebrating getting a rhythm in getting agendas together more timely.

Planning Council Business

Member Survey Results with Time for Questions

This will close at midnight today, at next meeting we will share results, and in April we can make decisions on changes to make, based on that survey.

Preparing for New Member Orientation – How can we make the orientation most meaningful for participants?

Billy - We normally do this in November, but in running behind we came up with the idea to bring everyone together, in-person with an orientation. Lj found a suitable facility, in which we will have the orientation for new members with a refresher for current members, along with a social gathering with food. It is set for Wednesday, March 27th, from 5:30-7:30 pm.

Lj – The big purpose in doing this is to make sure we succeed in how we want people to feel. Listed below are the steps in the planning process.

New Member Orientation

In-Person – and dinner for ALL members

Weds., March 27th - 5:30-7:30 p.m., Neighborhood Connections, 1971 E. 66th St., Cleveland, OH 44103

Purpose

Make sure new members have what they need to succeed

Understand their role as a PC member

Understand the context in which they will be making decisions (history and big picture)

Know how to participate in meetings

They KNOW they can ask questions-when and how they can ask

Reinforce the connection between new members and their Mentors

Foster relationships between all members of Planning Council

Intention

Participants will feel:

Empowered – ready to succeed

Connected (to each other, moving beyond titles and roles)

Excited about what's possible

Renewed in their purpose

That their time was valued

Open, willing to participate AND ask questions

How can we make the orientation most meaningful for participants?

Make space for current members to share about their experience

Include more voices in the agenda

Be mindful of the time!

Make it more interactive

***Comment: Julie** – One goal should be to understand the big picture or the roles of PC members, and to understand the context in the way they make decisions in planning council. Initially it may seem overwhelming or people get lost in the details and forget what we are actually doing. Participants also need to feel connected, maybe have new people see who are existing folks are, as in the past visitors sat in the outer, side seats, separate from the inner circle, and were not totally part of the conversation.

***Comment: Faith** – We also want to encourage them to ask questions, even senior members.

***Comment: Lj** – Maybe also include if they know how to participate in meetings.

***Question: Kimberlin** – How about an ice breaker so people feel comfortable?

***Response: Lj** – This is included as part of the process.

***Comment: Deairius** – Would like the mentor project to work more efficiently, maybe do this initially.

***Response: Faith** – With mentoring, it may be best to see if they are interested in first place.

***Comment: Lj** – MRM will have this conversation in their work plan and it can be brought up again.

***Question: Billy** – As Sharron did the past orientations, would each co-chair now be willing to take a section to do this?

***Response: Naimah** – We have been given sections in the past, maybe now hearing from people or senior members may encourage others to know they are not alone and that they can ask questions. It makes it inclusive and gives everyone an opportunity to feel welcome to do this.

***Comment: Christy** – It would be good to find ways to make it more interactive, as it is a lot of info.

***Question: Billy** – With just MRM meetings doing this, should we look to do a workgroup in this?

***Response: Lj** – We can do draft plan for orientation, and look to plan a workgroup, if needed.

***Comment: Jason** – Those who do regularly attend MRM meeting may feel the volume on presenting at orientation. We should create a plan, think through what needs to happen such as who can take each piece, and go from there.

Updated Standards of Care (SOC) – M. Baker

This is to provide some small, but mighty updates done by the Recipient office regarding the Ryan White Program Standards of Care (SOC). In our effort to tweak or make a few changes in the paperwork so that our sub-recipients can better hone in on what the SOC mean and provide the best standards possible, we did a comprehensive review on all our standards and found, for the most part, many sub-recipients were having trouble with the language in the SOC. We then made some updates by adding a little here or there to help streamline things and make them more clear. Additionally, this info will also be provided in full PC.

***Comment/Question: Julie-** It reminded me of retention in care being something hard to achieve. Is this update what you are after in sub-recipients being able to provide the info needed.

***Response: Monica** – When a standard is met it is called at finding. How we determine of someone is retained is not a standard of care by HRSA, and our definition is the same in how many time they see a physician in our measurement year. Also, when working with our former QI Program manager, this is what we worked with in looking at outcomes we wanted to the upcoming fiscal year. This is just some of the guidance we have available for PC.

***Comment: Jason-** Just a brief overview in Full PC is all needed, as we review this in QI.

***Comment: Monica**– Updates may be needed regularly, and maybe more involvement could be done through QI committee.

***Comment: Lj** – We can schedule more detailed conversations with QI on changes made, if needed.

***Comment: Zach** – When presenting to the larger committee, we must share it more like a 101 update, and the conversation should focus more on what the SOC are, why they are, and letting them know they're just draft revisions in which we welcome their feedback, rather than reporting on final updates.

Creating Quality Space for Executive Committee

In the November committee, members shared what they wanted for the Executive Committee Meetings. The list included:

- *Make sure meeting is not redundant w/Full PC.*
- *Provide support for co-chairs, perhaps training and support on challenges or issues.*
- *Create space for more collaboration between committees (remove silos).*
- *Focus more on leadership and managing overall operations.*

Lj - If any questions/suggestions, on how we can build this into conversations.

Approval of Full PC Agenda

Jason - Do we need the public health update?

Julie – Happy to get rid of this. Maybe ask people to think on this as sometimes it sets a weird tone and welcomes people’s input on their own health concerns. Also, as the last committee reporter, would like input on how to present a better S&F full report.

Lj – Maybe report as: 1. We are in PSRA right now, 2. This is what will be coming up with PSRA in the next meeting, 3. Invite folks to come join if they can.

Naimah – We’ve done that in the past, but people always push back. We must remind them they are invited to meetings, and that we can’t give extra meeting time to accommodate excess. We often gloss over this, but it needs to be reinforced more.

Jason – As a task for chairs, perhaps we can better inform or educate people so as to change the idea that PSRA is only done on June 27th, to helping them understand that PSRA is not just a meeting, in itself, but more so a large process and a major role for all appointed members, which takes place beginning in January through June, and that the PS (Priority Setting) portion of the process is happening now.

Approval of Full PC Agenda: February 21, 2024

Motion: F. Ross Seconded: J. Patterson

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

Motion passes.

Announcements & Adjournment - None

Motion: J. McMinn Seconded: F. Ross, C. Nicholls

Attendance

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

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