

Cuyahoga Regional HIV Prevention and Care Planning Council



Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties
Kimberlin Dennis, Christy Nicholls, Brian Kimball, Chairpersons

Executive Committee Meeting Minutes

Wednesday, May 15, 2024

4: 00 pm to 5:30 pm

Start: 4:09 pm

End: 5:30 pm

Facilitating Co-Chair: C. Nicholls

Moment of Silence

Welcome and Introductions

Approval of Agenda: May 15, 2024

Addendum:

Motion: K. Dennis Seconded: J. Patterson

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

Approval of Minutes: April 17, 2024

Addendum:

Motion: J. McMinn Seconded: K. Dennis

VOTE: In Favor: 6 Opposed: 0 Abstained: 1- F. Ross

Committees:

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

Jason – Just coming from my meeting, felt it was well attended. Also, was happy to have had subject-matter experts attend the meeting to help with our discussion, so didn't need to talk as much in which it gave others a chance. It was a great meeting again, and didn't have to struggle through the whole thing, which was great. Last month, Monica blessed us with a SOC presentation, and this month there were two presentations from other service providers, so got to be a participant and listen, and really enjoyed that aspect of it.

Billy – Congrats to all new applicants and returning second terms. The County Council has officially approved, unanimously, all appointments from yesterday. Also want to say a special, formal thank you to Christy and Brian for their attendance and supporting us that day.

Faith – Very proud of us for stepping up and getting stuff handled, which is better than last year at this point, so we're very proud of our committee for that.

Christy - The presentations that are members made were just phenomenal. They were moving, they were passionate, and they impacted the members of Council who were there and helping to move the needle, so that was powerful to watch.

Executive Committee Business

CCBH HIV Newsletter – L.J. Sylvia

CCBH is working on the upcoming HIV newsletter and would like PC ideas to include, as the deadline is the end of this week. Today is our chance to discuss and decide if or what we want to put in there, as we could put invitations to join or announce the new meeting schedule which will be voted on later today.

Julie – Like your idea about letting people know the new meeting schedule, and in this current world we're living in, people really like visuals, so if we could share a photograph from the County Council approval meeting, think this would attract people's attention. They'd be more likely to notice it than just the meeting hours, and then something around the meetings where they're always open and people are always welcome. That kind of thing would probably be good for people who may have heard of us but have never seen us in person, as being on "Teams" can be intimidating.

Lj – Think last time we had language about what Planning Council is in the newsletter, so we can continue that.

Billy – Like Julie's idea of giving a face to Planning Council.

Faith – We will talk and get back if we have any ideas.

Update on Confidentiality for CLC – L.J. Sylvia

At last meeting, Billy reminded us in amending the agenda on the question of how the minutes are handled for CLC, and this is the update on what happened.

1. First, the CLC agenda with meeting link e-blast was stopped, with exception of two folks from CLC and Zach, and the e-blast now only includes the CLC minutes.
2. An email was sent to the legal staff at CCBH and their response was that Part A guidelines seem to address confidentiality, in that at least two representatives must be willing to disclose their HIV status. In other words, if HIV positive status is a prerequisite for membership, there is no expectation of privacy and CCBH would have to provide or respond to a record request.
3. There is also no expectation that we would be covered under HIPAA because Planning Council is not covered under HIPAA.
4. We can provide redacted minutes, but if there is a specific request for non-redacted minutes then we would have to respond.
5. The next step is to check in with HRSA to find out how we create a space, or if there is a mechanism in which we can create a space that doesn't have to comply with that record request or open meetings law record request. So, just wanting to do more research about that.
6. If you have any thoughts moving forward about how we can navigate and try to make sure we create that space, let us know and we'll keep trying to figure out a way.

Finding a New Chair for QI – C. Nicholls

If you have anyone who would be good for that role or for any co-chair, please reach out. We will also put a call out for interest today at Full PC meeting.

***Comment/Question: Julie** – It's an opportunity for us to be super transparent about our desire to have, not only two co-chairs for each committee, but also that we want a minimum of

one in each committee to be a person living with HIV. Also, is there a way in which the executive Co chairs ever fill in, like with Kimberlin who goes to all the meetings, for when no one is chairing?

***Response: Lj** - It is in the bylaws that the Executive Co-chairs, all three of them, have the power and responsibility to step in meetings when a chair is not able to do that, and that the Exec co-chairs are the only one with that authority. With that, we now asking before we share this form, if these are these the questions you want that you need folks to answer?

***Response: Billy** – The decision of co-chairs is the duty of the exec chairs. The form was created for exec chairs to use as a guide in the process, so it's is up to them.

***Comment: Jason** – If co-chairs want a form just to give information beforehand, that's one thing, but one thought is that a form isn't necessary, but rather it should be more of a discussion between executive chairs and the prospective person.

***Comment: Brian** – It's not like there's a line, we just want to eliminate barriers to join.

***Comment: Kimberlin** – The main thing is to get chairing commitment, not questions as much.

***Comment: Billy** – For all choices, we must also adhere to the bylaws.

***Comment: Jason** – May be interesting to see, if two chairs sat on each committee, how different exec would look, as that would be more than half of planning council.

***Response: Billy** – According to the PC Primer, we don't have to have two co-chairs. So maybe if it becomes an issue down the road, it could be looked at on two to structure the committee.

***Comment: Lj** – With current term limits, a co-chair's term is same as regular members, although chairs differ in that they may override the standard term limit.

***Comment: Billy** – With PLWH, we always need 33% reflectiveness, so the suggestion is to increase this so we are never in danger.

Lj - For today, we'll just let folks know in Full PC meeting on the need for chairs and if they're interested.

Conflict of Interest for MRM – B. Gayheart

The issue at hand is on how to handle conflict of interest, specifically when it comes to current, former, or future employees of the Part A Recipient Office. We need a baseline on how to deal with this due to it being unique and HRSA not having a specific guideline, as we currently have an applicant who is a former employee of the Part A office. However, before we can actually make a decision on whether or not to approve this person for membership, we need to have an understanding of how are we going to handle this type of conflict of interest.

Lj- To add, the candidate is a staff member of CCBH, but not of Part A.

Christy – They encourage that the member would be non-voting, so as not to even have the appearance of conflict.

Billy – Currently, we don't have a non-voting membership, only official and non-member volunteer membership, which means people are affiliated with a committee and can only vote in that committee. As that seems redundant, we need to have a definition of conflict of interest to clarify, and to understand where PC stands on these things, for all persons looking at official PC membership. Also, if the bylaws state a certain thing, although it may not be in them

presently, we need to decide how to comply. So, in looking to address the issue on conflict and on how to deal with the candidate, it is asked that a motion be presented recommending the Executive Committee to give guidance on how to proceed regarding current or future employees of CCBH considering PC membership.

Julie – Another suggestion is for a motion to recommend this to MRM that current employees of the RW Part A recipient organization (i.e. CCBH) not be permitted to become voting members of the Planning Council.

Jason – Agree to second.

Lj – To clarify, is the vote for recommending to MRM current employees not be permitted to become voting members, with distinction MRM still gets to vote their vote.

Julie – Yes, we kick it back to them.

Faith – This should be clear that it's for one vote, not another vote afterwards. Also, not sure we could eliminate CCBH from being members.

Monica – We were looking for that candidate to fill a mandated position, as a co-chair for Prevention. That was thought to be the reason for the candidacy, as this process is important for all of us to be on the same page.

Billy – More importantly, why is there still a gap between care and prevention. We should be an integrated council by now, so we need to look at what's going on with integrating prevention.

Faith – Would lend to table this for further investigation and will not vote at this time.

Motion: To table Agenda Item D, Conflict of Interest, for further discussion/review at a special executive meeting, to be held before June 5, 2024.

Motion: B. Gayheart Seconded: F. Ross

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

Motion passed.

Motion: To table Agenda Item E, Mini-Training and Item F, Bylaws Review until next meeting.

Motion: J. Patterson Seconded: F. Ross

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

Motion passed.

Mini-Training: Managing time and discussion during meetings - Tabled

Bylaws Review - Tabled

In Nov. Committee Members hared what they wanted for the Executive Committee Meetings. The list included:

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

Approval of Planning Council Agenda – May 15, 2024

Addendum:

Motion: B. Kimball

Seconded: J. McMinn

VOTE: In Favor: All

Opposed: 0

Abstained: 0

Announcements - None

Adjournment

Motion: F. Ross

Seconded: K. Dennis

Attendance

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

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