

Cuyahoga Regional HIV Prevention and Care Planning Council



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

Special Executive Committee Meeting Minutes

Wednesday, May 30, 2024 - 2:00 -3:30 pm

Start: 2:00 pm

End: 3:15 pm

Facilitating Co-Chair: C. Nicholls

Moment of Silence

Approval of Agenda: May 30, 2024

Motion: F. Ross Seconded: J. Patterson

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

Motion carried.

Executive Committee Business

Discuss and Vote about Conflict of Interest

Can a staff person at CCBH be a voting member of the Planning Council? Does it present an actual or perceived conflict of interest if a staff person of CCBH is a voting member?

Naimah – Will we factor in whether the person who is a candidate is thought to be good for PC?

Christy – This is not about a particular person, but more of what are the parameters for PC, is it allowable under HRSA, and if it is a Part A employee, is it allowed as written in the current bylaws. We want to determine what is actually allowable, rather than the person.

Naimah – Agree yes and no, as we should keep in mind the motive of the voting person in becoming a member.

Christy – We must determine what bylaws say and allow.

Billy – When it comes to individuals, it is up to MRM in this process on whether present, past or future CCBH employees, specifically with Part A, or with any person that may be conflicting can become PC members, and we must have that understanding and create the groundwork moving forward, so it is made clear in the beginning to future applicants.

Faith – Even if not granting voting capabilities, those applicants can still participate and be beneficial and helpful to PC. They just have to show up at meetings.

Jason – This seemed to have stemmed from the Prevention merger, in deciding if they would be allowed to vote and how all this would work. At the time, HRSA was mandating a quick merger with Prevention, so we basically did a few surface things like changing our PC title/name and adding Prevention as a subcommittee with co-chairs to give them some kind of proof that we were working at a merger. However, we never came up defined rules or strategies which is where we are now. Also, this candidate works under Prevention, not Part A, and Prevention is still part of our world. It just makes it muddy, as this was never really resolved in the beginning.

Lj – It was brought up at a PO meeting that a former CCBH person was an exec chair, in which we knew we were out of compliance but allowed him to remain because he was soon to retire.

Billy – So, we're asking if a staff member of CCBH, no matter what capacity, can be a part of PC.

Faith – Is it just the fact he was a chair or member of PC, period, because that also makes a difference especially if it came from HRSA?

Lj – It was because he was a voting member, and if he was in a non-voting capacity, he could have remained.

Billy – The whole discussion is to solidify our stance on conflict of interest going forward. What is the definition of conflict of interest?

Faith – There should be no conversation. CCBH should be irrelevant based on HRSA's stance.

Lj – At last committee meeting, Julie made a motion, but folks weren't ready to solidify HRSA's requirements. With info just got from HRSA, their expectation is that a recipient will not have a vote in planning council.

Christy – So, no member of CCBH can be a voting member of PC due to it being a conflict of the PC handbook from HRSA.

Clinton – Why has this come up now?

Christy – We have a current PC applicant who was a former Part A employee.

Naimah – If there is a former employee, where does conflict of interest apply?

Lj – If someone is considered of conflict within the last two years.

Billy – Is this any CCBH employee or just a Part A recipient office?

Naimah – Mostly the recipient office, because most CCBH staff outside the recipient office don't understand Ryan White or Planning Council.

Julie – It is one thing being a staff of Part A versus those in decision-making on Ryan White. With there being confusion on the Prevention end on thoughts regarding CCBH's involvement in PC voting, we will stick with the whole organization in a motion to resolve this, as we want to both feel good about how we make that part happen and for folks on the Prevention side to be comfortable and feel included.

Motion: To follow HRSA's (Health Resources Services Administration) rules that no staff member of the Ryan White Part A Recipient Office, or CCBH (Cuyahoga County Board of Health), as an organization, can be a voting member of the Ryan White Planning Council, due to Conflict of Interest.

Motion: J. Patterson Seconded: J. McMinn

In Favor: 8 **Opposed:** 0 **Abstained:** 2- N. O'Neal, B. Gayheart

Motion passed.

Discuss New Time for Executive Committee – L.J. Sylvia

As Option One (1) was voted for the new schedule, we are now suggesting to use the Prevention slot in August for our next Exec meeting, and between now and August, create a poll to see who has availability on other options.

Clinton – Do we meet quarterly?

Lj – In our survey, chairs decided monthly. With that, some options were for meeting earlier in the day on the first Wednesday, the Thursday following the first meetings, and the Prevention spot when they don't meet, then make adjustments for March and September meetings.

Kimberlin – Would prefer meeting months Prevention doesn't use, then look at other days to adjust.

Naimah – We just need more consistency for scheduling our calendars, as conflicts can easily come up.

Deairius – Could we just have it before the Prevention meeting?

Christy – Maybe we can discuss more options in August, in case folks have other ideas.

Jason – Also want to look at working with MRM to start making bylaws changes in August.

Motion: To Use the Prevention Committee time slot on Wednesday, August 7th from 4-5:30 for the Executive Committee meeting.

Motion: K. Dennis Seconded: D. Houston

In Favor: All **Opposed:** 0 **Abstained:** 0

Motion passed.

Announcements

Faith – Cleveland Pride is Saturday, some of us will be there, and we invite all to come.

Naimah – Will we have a table, where do we park, and can we bring flyers on the listening sessions?

Zach – The table we purchased last year for PC was for Lorain Pride. We’re now past the deadline for a table at CLE Pride. However, CCBH has two tables, one for the love leads here group and one generic table that will be fully-staffed. However, as there’s no specific table for PC, we will look into the CCBH group sharing this space for PC representation in some form.

Deairius – Maybe someone could just be at the CCBH table so PC can represent, even if for an hour, as that would be a prime opportunity to gain more involvement, especially for youth.

Zach – Although not the lead on the Pride table at CCBH, we want PC there and will see if they can adjust things to have at least one PC person there.

Lj – Also will work with Naimah and Faith on what point of order we will have, as several PC members are ready to show up.

Deairius – This could be navigated in groups, maybe in various areas, doing different things.

Adjournment

Motion: N. O’Neal

Seconded: F. Ross

Attendance

	Executive Committee	Jan	Feb	Mar	Apr	May	May 30 Special	June PSRA	Aug	Sep	Oct	Nov
1	Kimberlin Dennis- Exec Co-Chair	10	10	10	10	10	10					
2	Christy Nicholls – Exec Co-chair	10	10	10	10	10	10					
3	Brian Kimball – Exec Co-Chair	10	10	10	10	10	10					
4	Naimah O'Neal	0	10	0	10	0	10					
5	Faith Ross	10	10	10	0	10	10					
6	Clinton Droster	10	10	10	10	0	10					
7	Julie Patterson	10	10	10	10	10	10					
8	Billy Gayheart	10	10	10	10	10	10					
9	Jason McMinn	10	10	10	10	10	10					
10	Deairius Houston	0	10	0	10	0	10					
	Total in Attendance	8	10	8	9	7	10					

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