

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, October 2, 2024

5:30pm to 7:00 pm

Start: 4:04pm

End: 5:20 pm

Facilitating: B. Kimball

Moment of Silence

Welcome and Introductions

Approval of Agenda: October 2, 2024

Addendum:

Motion: J. Patterson Seconded: F. Ross

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

Motion carries.

Approval of Minutes: September 4, 2024

Motion: F. Ross Seconded: J. Patterson

VOTE: In Favor: 8 Opposed: 0 Abstained: 2- B. Kimball, D. Houston

Motion carries.

Committees:

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

B. Kimball - Congrats CLC co-chair on the bid for the new house.

F. Ross - CLC had a good presentation today, did a great job, next time hope more can come. It was fantastic.

C. Droster - Need assistance with finding another co-chair, and also heard CLC went well today.

J. Patterson – There was a nice program at the Performing Arts Center, Dr. Amy Acton and Levar Burton were there and afterwards, a few co-chairs spoke with my mentee, Talib, and shared helpful insights in welcoming him to PC.

N. O’Neal – Really enjoyed our, in-person listening session. It was very informative and we had people attending that we don’t normally see on PC, which means we’re getting the word out.

L.J. Sylvia – It was nice to see a new person who came to CLC, also attend S&F meeting.

B. Gayheart – The application process is over, and we’re now asking for support from all co-chairs in reviewing the bylaws.

Executive Committee Business

Policy & Procedure Review – B. Kimball

We reviewed some of these items and will provide additional feedback, if needed at next meeting.

Budget Overview – M. Baker - Ryan White Part A Funding Components

Basically, there are three (3) components of grant funding: Administrative 10%; Quality 5%, and Direct Service at 85% of funding.

FY2024 Planning Council Budget

PC Administrative Staff	\$133,842	Upward Spiral and PC Administrative support split a combined budget amount to carry out the administrative functions of the Cuyahoga Regional HIV Prevention and Care Planning Council
PC Member Internet Access	\$7,200	Support to unaligned PLWH who are Planning Council members and need technological support to aid in their ability to participate in virtual PC meetings.
Misc. (mileage, gas cards, food, postage, PC swag, events)	\$691	Utilized for in-person meetings, community events (PRIDE), monthly mailings, community event educational materials, etc.
Total	\$141,733	

In order to make requests seamless, there must be ample time allowed in the committees to provide things. Each sub-committee should begin planning/participating in events in October-November, so we can know what resources will be needed for the following year.

***Question: N. O’Neal** – For things allowable, are we to specify the item and their costs, as we’d have to know what amount we have available to spend.

***Response: M. Baker** - It would be anything requesting within reason to participate in those events. For example, for the two in-person events, food costs should be considered, as well as other things like registration fees, tables, etc., if needed, as that would help in figuring those costs.

***Comment: B. Gayheart** - PC needs to be aware that the budget is not in the bylaws, however the Part A manual, (Section.3, Ch. 5) says PC should negotiate the budget within the recipient’s grant budget process. This would allow for greater transparency on the full grant and other costs, such as the 10% budget piece in knowing exact numbers.

***Comment: N. O’Neal** - Agree that we need to give answers to full PC, as the budget on what we give to providers is not the same as administrative costs.

***Comment: M. Baker** – One point that may be missing is perhaps there is info needed different from what has been requested in the past.

***Question: L.J. Sylvia** – Is the request to see the total number and the five percent?

***Response: N. O’Neal** - The request that’s been asked for a while is for the administration budget only, and what money has been spent there.

***Comment: Z. Levar** – As we’ve been doing things in a certain way, if changes are needed we can provide that, within reason. For the PC budget, this was first brought up at last HRSA visit. The request was to present the PC budget quarterly, with same info which has been given over last few years. For the full award, that is transparent and the same as it’s been requested, as the monthly reports include direct services where most of PC scope lies. For PC, there is nothing in the manual to disclose specific budget or salaries, and for the last several years, we’ve had a symbolic relationship with PC in trying to fulfill the needs as they arise, and are requested.

***Comment: C. Droster** – As this is done every year, if there are ever any questions, we can always request more info from the Part A office so they can prepare in advance the info to present.

***Comment: L.J. Sylvia** – To recap: 1. The request is that co-chairs are to bring things we need in the budget to the Exec meetings, and the facilitator will work with them on this. 2. For the PC budget, the request is to see the actual award numbers, as our main purpose is to ask what we need and keep things cohesive.

***Question: M. Baker** - What is anticipated for the following year?

***Response: J. Patterson** - The summary in S&F was presented as a better breakdown. We want to make sure our work matches the needs in what we are doing in helping PLWH in our region. With that, we have to ask is our job more on the entire reward or the PC component, as having clarity on the PC budget is a piece and we are glad to have that.

Robert's Rules Follow-Up, Feedback and Next Steps – L.J. Sylvia

We want to look at how we are or if we are making progress and where we need to go next. As most of the training was on motions, how do we want to use this in being chairs.

B. Kimball – The training was good. Every board has its own practices, so it's good to just know how things are supposed to be done.

K. Dennis - Enjoyed it and learned a few things, particularly on motions.

J. Patterson – It seemed unfinished, but appreciated the input on repetition and look forward to more.

L.J. Sylvia - Where would you like repetition?

J. Patterson - With a recap, as there's an element of the need to remind each other gently on things.

L. Moore - It is important to learn how to keep things together, as repetition is best for me.

B. Gayheart – It also may be based on the type of motion involved.

C. Droster – It seemed chairs are to ask for motions.

L.J. Sylvia – That makes sense in that the chair is the one negotiating the flow of the meeting.

N. O'Neal - That is if they're not chairing or not facilitating in making a motion.

B. Gayheart – Keep in mind, we're not following RR verbatim, just using it as guidance.

L.J. Sylvia - We can make choices as an exec committee on each piece we want to use, as this is also an issue with open committees as to who gets to vote. For now, we will look at these issues for the next training:

- 1. Amending, tabling, voting, and what happens after a motion is made?*
- 2. How to handle an amendment of a vote?*

Approval of Planning Council Agenda – October 16, 2024

Addendum: To approve moving the Planning Council Committee reports to item nine for the October 16, 2024 agenda, as drafted.

Motion: K. Dennis Seconded: C. Droster

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

Motion carries.

Other Business - None

Announcements

N. O'Neal - CLC has an online listening session on Oct 23rd from 12-1:30 pm. We ask all to invite PLWH through personal invites, and emphasize there will be anonymity for those with concerns on attending.

L.J. Sylvia – B. Jones reported Ohio Criminalization is looking for people to share their story and they can receive stipends. Please see link info, Stipend eblast: <https://mailchi.mp/ohmodernizenow/help-change-ohios-hiv-laws-share-your-story?e=96ca2a782e>

Adjournment

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

Attendance

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

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