

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, September 4, 2024

5:30pm to 7:00 pm

Start: 5:34 pm

End: 6:35 pm

Facilitating: K. Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda: September 4, 2024

Addendum:

Motion: C. Nicholls Seconded: B. Gayheart

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

Approval of Minutes: August 7, 2024

Motion: C. Nicholls Seconded: L. Moore

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

Committees:

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

N. O'Neal – We're working to bring youth and other groups into our space and to figure best options for that, maybe doing two listening sessions, as we would depend on word of mouth.

J. Patterson - Also thinking of U=U as a topic, maybe tying it in with HIV in aging as a road map, and use that in looking at experts on the topic or across different categories.

N. O'Neal - We also talked about housing, and on looking to have a separate housing group. We also like the idea of U=U for a CLC presentation.

L.J. Sylvia - If looking at a new committee, suggest to first do a deep dive into it beforehand.

N. O' Neal - CLC could use support from PC as a whole in being visible with other activities, not only Pride but other groups people attend. We want to focus on spaces and places that are comfortable for people, so we can be invited to have a table to attend and give information.

Executive Committee Business

Vote on Membership Applications – B. Gayheart

MRM met last month to decide on the next steps for the four remaining candidates of the five in total for 2024. The first vote was to agree on the reflectiveness percentage, which was 36%, in deciding which candidates would be recommended for the next phase in the selection process. Additionally, HRSA requires us to have 33% or more unaffiliated members, in which if we drop below that number, we are in danger. With that in mind, the comfortable number for the committee was 36%, which allowed for only two members to become official. The last vote was for recommending to approve moving forward Xiomara Merced and Sahara Rivera as official PC members, and for Talib Mahdi and

Cielle Brady to remain as volunteer or non-official members, in which members have the authority to vote in their COR subcommittee (which cannot be MRM), but not at Full PC. As a note, Xiomara was chosen to fill Jason's seat, and Sahara would fill certain demographics and works with youth.

Motion: To recommend approval of the two candidates, Xiomara Merced and Sahara Rivera for Full PC vote as official members.

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

Vote: In Favor: 8 Opposed: 0 Abstained: 0

Motion passed.

Review Robert's Rules Menti and Discuss Upcoming Training – B. Gayheart

We want to see if there are other challenges, other than the feedback on what should be included in a Robert's Rules training.

J. Patterson - Recall years ago, a physical separation between PC members vs. non-members. If we follow RR, should be clear on how non-members can participate, especially active members.

F. Ross – Robert's Rules was very informative and helped a lot.

L.J. Sylvia – Robert's Rules, when followed, helps people use their power to influence meetings.

N. O'Neal - Depending on the topic, sometimes it is hard to bring folks back into a meeting, and/or not allowing them to dominate without shutting them down.

B. Gayheart - People must understand that under HRSA we are not required to use Robert's Rules. However, we've adapted part of it when trying to explain things, but we don't follow it verbatim. We want people to understand they can talk, but that Robert's Rules are used to help provide organization and structure to our meetings.

F. Ross – One of the hardest parts is recalling order.

K. Dennis – Agree, as recalling order sometimes just makes things worse.

L.J. Sylvia – This is great training for the exec meeting, particularly on how to call to order in sticky moments. We will do a small bit every month, so people have time to digest and bring back ideas.

J. Patterson – Maybe we can give it less rigid title, more on how to facilitate/participate in RR.

C. Nicholls – We just want to make sure we do this in small chunks, rather than a flat-out and lengthy Robert's Rules training. This would also make it more accessible, as we can remind folks on things as we go along, like part of our toolbox.

Z. Levar - There are also a plethora of Robert's Rules tools on video that may be useful.

In Nov. Committee Members shared 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.*

L.J. Sylvia - We put this on every month, to check in on ideas if needed, as this meeting is meant to be a tool for co-chairs.

K. Dennis – It is good not to have these long days often. The other months will be same as Prevention and more refreshed.

N. O’Neal – Would also like to have a health update added, as it alerts us on our own health concerns.

Z. Levar - As no testing is currently being done, there’s less need for Covid updates.

Approval of Planning Council Agenda – September 4, 2024

Motion: Motion to change the Planning Council agenda wording for the Robert’s Rules training to read, “Who is Robert, and what does he do?”

Motion: N. O’Neal

Seconded: F. Ross

VOTE: In Favor: 8

Opposed: 0

Abstained: 0

Other Business

B. Gayheart – Asking chairs to please go over bylaws, so we can all be on same page with few gaps as possible. With that, we will look to the end of October as a timeline.

C. Droster - No changes needed on S&F bylaws.

L.J. Sylvia – This can be done in subcommittees and, if no changes, no need to bring to exec committee.

J. Patterson - Maybe we can put it on the October meeting for input if necessary.

N. O’Neal - CLC will present in November.

Announcements – None

Adjournment

Motion: N. O’Neal

Seconded: C. Nicholls

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		
2	Christy Nicholls – Exec Co-chair	10	10	10	10	10		10	10		
3	Brian Kimball – Exec Co-Chair	10	10	10	10	10		10	0		
4	Naimah O'Neal	0	10	0	10	0		10	10		
5	Faith Ross	10	10	10	0	10		10	10		
6	Clinton Droster	10	10	10	10	0		10	10		
7	Julie Patterson	10	10	10	10	10		10	10		
8	Billy Gayheart	10	10	10	10	10		10	10		
9	Deairius Houston	0	10	0	10	0		10	0		
10	Lorsonja Moore							10	10		
	Total in Attendance	8	10	8	9	7		11	8		

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