

Cuyahoga Regional HIV Prevention and Care Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Billy Gayheart, Jr. Chair



Membership, Retention and Marketing (MRM) Minutes

Wednesday, September 18, 2024

4:00 pm to 5:00 pm

Start: 4:03 pm

End: 4:58 pm

Facilitator: B. Gayheart

Moment of Reflection

Welcome and Introductions

Approval of Agenda: September 18, 2024

Addendum: Motion to accept the agenda changes, as shared onscreen, in moving Item# IX (9), “Non-Member Volunteer Applications” up to Item# VII (7), previously the “Create a Plan to Evaluate the Mentorship Program” item.

Motion: N. O’Neal Seconded: J. Citerman-Kraeger

Vote: In Favor: All Opposed: 0 Abstained: 0

Approval of the Minutes: August 21, 2024

Motion: N. O’Neal Seconded: J. Citerman-Kraeger

Vote: In Favor: 5 Opposed: 0 Abstained: 2- K. Dennis, L. Lovett

Attendance Report – B. Gayheart

Congratulations to everyone for all the hard work and commitment done this quarter. It is very much appreciated.

2024 Forms Update

L.J. Sylvia - To date, there are 24 members that have given forms and we are awaiting the remaining three.

B. Gayheart – The forms are necessary for our files and are required by HRSA, so please get them in soon as possible.

Non-Member Applications and Vote – L.J. Sylvia, B. Gayheart

L.J. Sylvia – In working through this process, the committee has decided to recommend the remaining two 2024 applicants, Talib Mahdi and Cielle Brady into the Planning Council as both have gone through the full application process, were recommended by committee, and completed their annual forms.

B. Gayheart – There is no defined set of procedures in the bylaws for approving non-member volunteers, so we will take a vote on these applicants and create a more defined procedure at a later time. With that, we now ask for a vote in approving them as non-member volunteers, more specifically, they will not be members appointed by Cuyahoga County Council as official voting members. Instead, they will be able to vote in their Committee of Record. They cannot vote in Full PC.

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Motion: To Approve Talib Mahdi and Cielle Brady as PC, non-member volunteers.

Addendum: Motion to approve Talib Mahdi as a non-member volunteer to the Community Liaison (CLC) and Strategy & Finance (S&F) Committees, and Cielle Brady as a non-member volunteer to the HIV Prevention Committee.

Motion: N. O'Neal Seconded: J. Citerman-Kraeger

Vote: In Favor: All Opposed: 0 Abstained: 0

Motion passed.

Create a Plan to Evaluate the Mentoring Program – B. Gayheart

This process basically places new PC members with current PC members to mentor, or help them along in becoming acquainted with PC, answer questions, and provide them with a better understanding of PC and their responsibilities. In line with that, are all okay with this form as it is now, and/or are there any suggested changes we should consider?

***Question: C. Brady** - Is this open to anyone, even if not joining PC?

***Response: B. Gayheart** - It is geared for members. They can choose a member and help guide and answer any questions.

***Question: L.J. Sylvia** - On evaluation and adjustments, how do we evaluate the current program, so as to gather data.

***Response: B. Gayheart** – We're basically looking at how to go about this, if we do interviews, a survey, etc., as it hasn't been reviewed on a regular basis.

***Question: C. Brady** - Is there a list from this year, as we tried to do one but we had more mentors than mentees. Maybe looking at past feedback from mentors would be helpful.

***Response: B. Gayheart** - We can create one., and that may be a good idea, going back to past lists, then see who wants to be mentors first and go from there.

***Comment: L.J. Sylvia** – If people have specific people in mind, that would help them connect.

***Comment: B. Gayheart** – One recommendation is to speak with the four new applicants and see what they want in a mentor.

***Response: K. Dennis** - That would also help better pair them with someone.

***Comment: N. O'Neal** – You also want to have someone who wants to be a mentor, and for the mentee to have a choice so they can work together better.

***Comment: Z. Levar** – We also try to align mentor and mentees with members in their committee of record.

***Question: K. Dennis** - Once getting paired, is there a time limit on the process?

***Response: B. Gayheart** – There is no standard in the bylaws on this, but we can evaluate and discuss it further. So, if anyone has questions just reach out to Lj and Billy.

L.J. Sylvia - We will next touch base with the current applicants, see what they want in a mentor, what mentors are available, and then look to evaluate the program. We would like all of the new applicants to get mentors soon.

B. Gayheart – This was a good starting point, as in the past there was no clear method on how to proceed on this, as now we will first get input from the new members and just move on from there.



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Change of Status Forms – B. Gayheart

A new, online Change of Status form has been developed by Lj, that allows you to update information on employment changes, email addresses, committee of record, and/or any other information needed for recordkeeping and in maintaining accurate information for our HRSA mandated reflectiveness tracking.

L.J. Sylvia - This is particularly important for changes in mandated seat changes, wherein PC must make a recommendation on whether seats can be filled, without endangering the reflectiveness percentages in other categories, as in the last application process, the number not living with HIV impacted our reflectiveness number.

C. Nicholls – Maybe at some point we could also do a reminder to all PC on keeping updated on this.

L.J. Sylvia - The form will also be made more clear for everyone to understand.

J. Citerman-Kraeger – Agree with the current recommendation on the change, as this form was not available in the past.

B. Gayheart – We will also make a comment on this when reporting at Full PC today, and now ask for motions to approve the change of status categories for Anthony Thomas and Deairius Houston.

Motion: To allow Anthony Thomas to continue serving his term by moving his membership category to represent those who are formerly incarcerated.

Motion: J. Citerman-Kraeger Seconded: N. O’Neal

Vote: In Favor: All Opposed: 0 Abstained: 0

Motion passed.

Motion: To allow Deairius Houston to continue serving his term keeping his seat as the housing services representative and ensuring that members employed at University Hospitals (UH) are clear about the rule for UH members to have only one vote in Planning Council.

Motion: N. O’Neal Seconded: J. Toombs

Vote: In Favor: All Opposed: 0 Abstained: 0

Motion passed.

Parking Lot –B. Gayheart

We are still working on the youth workgroup process and will update all on the next steps.

Announcements

N. O’Neal - CLC is hosting two listening sessions, in=person Sept 25th and online October 23rd. Also, the Men’s We Think 4 A Change group is sponsoring a day long Men’s Retreat in September.

Adjournment

Motion: N. O’Neal **Seconded:** J. Citerman-Kraeger

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Attendance

	MRM Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Billy Gayheart, Chair	20	20	20	20	20	20	20	20		
2	Joye Toombs	0	20	20	20	20	20	20	20		
3	Christy Nicholls							20	20		
4	Kimberlin Dennis	10	0	0	10	10	10	0	20		
5	Naimah O'Neal	10	10	0	10	10	0	10	10		
6	Jeannie Citerman-Kraeger	10	10	0	0	0	0	10	10		
7	Faith Ross							0	0		
8	Deairius Houston							10	0		
	Total in Attendance	6	6	4	6	6	4	6	6		

PC Members: C. Brady, L. Lovett

Attendees: L. Harris, J. Garcia

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