

**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**  
**Virtual “Teams” Meeting Minutes**  
**Wednesday, March 5, 2025 – 5:30 - 7pm**

Executive (Exec) Committee Planning Council Members		Planning Council Attendees	Recipient Staff	Presenter(s)
1. Kimberlin Dennis	A		Lisa-Jean Sylvia	
2. Christy Nicholls	P		Monica Baker	
3. Brian Kimball	P		Zach Levar	
4. Naimah O’Neal	P		Brittanie Evans	
5. Faith Ross	P			
6. Clinton Droster	A			
7. Julie Patterson	P			
8. Billy Gayheart	P			
9. Deairius Houston	P			
10. Lorsonja Moore	P			
<b>Total of 12 in attendance</b>	<b>P = Present A = Absent O (Other) = Phone</b> <b>* = non-member volunteer or pending member</b>			
<b>Call to Order</b>	<b>Executive Co-Chair, Brian Kimball, called the meeting to order at 5:35 pm.</b>			
<b>Moment of Silence</b>	In remembering all those past, present, and future in the fight against HIV/AIDS.			
<b>Quorum Determination</b>	Eight of ten Exec committee members present - quorum of six (6) needed.			
<b>Welcome, Intros, and Conflicts of Interest</b>	All members and recipient office staff were welcomed.			
<b>Approval of Agenda</b>	<b>Exec Committee reviewed and approved the agenda for March 5, 2025.</b> Motion made by Naimah O’Neal, seconded by Faith Ross. In favor: all; opposed: 0; Abstained: 0			
<b>Approval of Minutes</b>	<b>Exec Committee reviewed and approved the minutes from February 5, 2025.</b> Motion made by Naimah O’Neal, seconded by Julie Patterson In Favor: All; Opposed: 0; Abstained: 1 – Faith Ross			
<b>Committees</b>	<u><b>What are You Celebrating or What Support Do You Need for Your Committee Work?</b></u> Naimah – Celebration for CLC is that we are always growing and looking for new ways to reinvent ourselves. Support we may need is a committee to make the survey shorter and different literacy levels. Lj – There were new people at the last several CLC meetings. 322 valid responses from the survey. Julie – Celebrating the privilege of having a co-chair. Lj – Deairius just led a great meeting. Billy – Youth recruitment and engagement workgroup - Cielle has been amazing. Deairius – Thank you to Billy for creating a space for youth.			
<b>Executive Committee Business</b>	<i>a. Bylaws Review – To shift governance responsibilities from MRM to Executive Committee, what changes need to be made? Section 6.2 Executive Committee Section 6.5 Responsibilities of the Governance Committee (pg. 30-31 Section 4.6 Attendance (pgs 13-16)</i> <ul style="list-style-type: none"> <li>• Other planning councils have their Executive committee as governance.</li> <li>• Reflectiveness would need to work together with MRM</li> <li>• Could keep attendance with Membership committee. Part of those duties include removing members for lack of attendance. There are questions surrounding what constitutes governance and what constitutes membership.</li> </ul>			

**Cuyahoga Regional HIV Prevention and Care Planning Council**  
**Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties**  
**Kimberlin Dennis, Christy Nicholls, Brian Kimball, Chairpersons**



	<ul style="list-style-type: none"> <li>• Development and implementation of ongoing training – bylaws state this responsibility falls to MRM, but each committee does their own training.</li> <li>• Will ask for more clarity from HRSA regarding on governance during next week’s site visit.</li> <li>• Currently, Lj and CCBH track who attends which committees, which then gets reported to MRM several times a year. From there, co-chairs reach out to committee members who aren’t attending meetings. The next step is sending a letter, and finally separating the member if necessary.</li> <li>• Actual tracking of attendance could be something that MRM does. Then, they could bring it to the Exec committee for a governance decision.</li> </ul> <p><i>b. What’s Next? – Attendance and Term Limits</i></p> <ul style="list-style-type: none"> <li>• Currently, bylaws give everyone 2-3 year term limits, including co-chairs. You have to be on a committee for 6 months before you are a co-chair. Consider changing term limits to 4 years.</li> <li>• The attendance policy in the bylaws has language that seems harsh, and could be keeping people from saying yes. In what ways could we make space and breathing room for people living with, who are not getting paid?</li> <li>• Request that members read through attendance requirements and consider if the policy is working, what isn’t working, is the policy doing what we need it to do?</li> </ul> <p><i>c. Timeline for the Review</i></p> <ul style="list-style-type: none"> <li>• Share slides of presentation after PSRA</li> <li>• Ask committees to discuss during August subcommittees</li> <li>• Present summary of changes at August Meeting, and a link to the detailed draft document.</li> <li>• If there was robust discussion in August, Vote in September.</li> <li>• If not, Feedback at September Full PC</li> <li>• Vote at October Full PC</li> </ul>
<b>Approval of Planning Council Agenda</b>	<p><b>Exec Committee reviewed and approved* the Full Planning Council agenda for March 19, 2025.</b></p> <p><b>Motion: To approve the Full Planning Council agenda for March 19, 2025, as written.</b>  Motion: Naimah O’Neal, Seconded: Faith Ross  In favor: All; Opposed: 0; Abstained: 0  <i>Motion passes.</i></p>
<b>Other Business</b>	<p>Billy G. – When conducting business as a PC member, your camera must be on. Also 2 members have termed out.</p> <p>Christy N. – HRSA is aware that we are working on this issue.</p> <p>Lj – We voted to keep these 2 members until they can be replaced.</p>
<b>Announcements</b>	<p>Naimah - June 5<sup>th</sup>, Cleveland city hall event to recognize National HIV Long-term Survivors Awareness Day.</p> <p>Christy – Ohio submitted for Medicaid work requirements.</p>
<b>Adjournment</b>	<p><b>Meeting adjourned at 6:55 pm.</b>  Motion made by Naimah O’Neal, seconded by Faith Ross</p>