

Cuyahoga Regional HIV Prevention and Care Planning Council
Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties
Naimah O’Neal, Faith Ross – Co-Chairs



COMMUNITY LIAISON COMMITTEE (CLC)
Meeting Minutes
Wednesday, August 6, 2025 – 12:00-1:30 pm

CLC Committee Members			Planning Council Members	Community Attendees	Presenter(s)
1. Naimah O’Neal, Co-Chair		A	Billy Gayheart	Brooke W.	
2. Faith Ross, Co-Chair		P		Vern	
3. LeAnder Lovett		P		Thom M.	CCBH Staff
4. Talib Mahdi*		P		Tina	Lisa-Jean Sylvia
5. Kimberlin Dennis		P			Brittanie Evans
6. Sahara Rivera		A			
Total of 11 in attendance		P = Present A = Absent O (Other) = Phone *Non-member Volunteer or Pending PC Member			
Call to Order		Co-chair, Faith Ross, called the meeting to order at 12:03 pm.			
Moment of Silence		In remembering all those past, present, and future in the fight against HIV/AIDS.			
Quorum Determination		4 of 6 CLC committee members present - quorum of 4 needed.			
Welcome, Introductions & Conflicts of Interest		All members, attendees, and guests welcomed and asked to state conflicts of interest in the chat. <i>Conflicted: Talib Mahdi - NLURC</i>			
Approval of Agenda		CLC Committee reviewed and approved the corrected agenda for September 3, 2025. Motion made by Talib Mahdi, seconded by Billy Gayheart Amendment: Move “Creating a Kit for Community Outreach” to the first item on the agenda. In Favor: all; Opposed: 0			
Approval of Minutes		CLC Committee reviewed and approved the minutes from August 6, 2025. Motion made by Billy Gayheart, seconded by Talib Mahdi In Favor: all; Opposed: 0; Abstained: LeAnder Lovett			
Creating a kit for community outreach		Lj: - What materials should we have prepared for outreach? Come up with a list of materials we will always want to have in a kit, ready to go. - Tablecloths, general planning council flyer, planning council calendar, info about Ryan White Services and Providers, Flyer with upcoming CLC presentations, Part A tri-fold brochure, swag (mini fans, drink koozy, notebook and pens, water bottles, bandanas, rainbow body paint), a big message that we help allocate almost \$5 million each year.			
Update on 2025 Listening Sessions		Lj: In the past, we have done a survey each year and listening sessions each year. The listening sessions have been both online and in person. One year, we also went to a retreat and did a listening session. Kimberlin – Because we had so many people together at the retreat,			

	Naimah and I did a listening session with that group. We got a lot of good information. Events like retreats or other gatherings are an opportunity to get this information from people. Faith: • In Lorain County – got approval for Planning Council to host a listening session at a support group Lj: • The information from listening sessions is used to inform funding decisions that we make
What is a Needs Assessment	Lj: • Why do we need a needs assessment? ○ It is a requirement and should align with the State Integrated Plan. ○ A primary task of the Planning Council is to conduct a needs assessment collaboratively with the recipient to determine which services are needed and which populations should be prioritized • Purpose of a needs assessment ○ Learn about PLWH who need services, experience in seeking care, barriers to care ○ Learn about core medical and support service providers, where they are located, what PLWH groups they target and serve ○ Use what you learn to determine gaps and make data-based decisions • Is the annual survey a needs assessment? ○ The annual survey gets critical feedback from people who know their status and are receiving RW Part A services ○ Needs assessment should also determine the needs of people who don't know their status • Components of a needs assessment ○ Epidemiologic profile, resource inventory, profile of provider capacity and capability, estimate and assessment of unmet need, estimate and assessment of people with HIV who are unaware of their status, assessment of gaps in service needs • In the past, we coordinated with the State and had separate data for our TGA. It took 3 years to complete and was finished in 2020. Before that, there were smaller needs assessments done by CCBH and outside consultants. The current best practice from HRSA is that this is an ongoing process that happens a little at a time, so that you are doing something every year but not necessarily the same things (survey, listening sessions) every year. • Get involved ○ If you are willing to get involved, please consider attending the Quality Improvement Committee on the 3rd Wednesday of the month at 2:30 pm How do we do the needs assessment without asking the people who are doing the most, and not getting paid, to do even more? What do other regions do to compensate PLWH?
Parking Lot	None
Announcements	Brooke: Next Community Advisory Board meeting is the 2nd Tuesday of the month at 6pm Tina: Working on developing a process for the Mighty Fighter award on World AIDS Day. Email with suggestions: rooted.community1@gmail.com; Marbury.tym1@yahoo.com Lj: State Integrated Plan survey from ODH closes today at 5pm: https://www.surveymonkey.com/r/IntegratedPlanSurvey

Adjournment	Meeting adjourned by Faith Ross at 1:26 pm.
Reminder: Check your Email or the Website for Updates Next Meeting: September 3, 2025 12:00 to 1:30 PM Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white	