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, August 6, 2025 – 4:00-5:30 pm

Executive (Exec) Committee Planning Council Members		Planning Council Attendees	Recipient Staff	Presenter(s)
1. Kimberlin Dennis	**P**		Lisa-Jean Sylvia	
2. Christy Nicholls	**P**		Brittanie Evans	
3. Brian Kimball	**P**		Zach Levar	
4. Naimah O'Neal	**P**			
5. Faith Ross	**P**			
6. Clinton Droster	**P**		**Community Attendees**	
7. Julie Patterson	**P**		Jimmy Garcia	
8. Billy Gayheart	**P**		Kim Rodas	
9. Deairius Houston	**P**			
10. Lorsonja Moore	**P**			

Total of 15 in attendance	**P = Present A = Absent O (Other) = Phone**
Call to Order	**Executive Co-Chair, Christy Nicholls, called the meeting to order at 4:04 pm.**
Moment of Silence	In remembering all those past, present, and future in the fight against HIV/AIDS.
Quorum Determination	10 of 10 Exec committee members present - quorum of 6 needed.
Welcome, Intros, and Conflicts of Interest	All attendees were welcomed and asked to state conflicts of interest in the chat. *Conflicted: Naimah O'Neal – The Centers; Deairius Houston - UH; Lorsonja Moore – DSAS; Kim Rodas – NLURC; Jimmy Garcia - NLURC*
Approval of Agenda	**Exec Committee reviewed and approved the agenda for August 6, 2025.** Motion made by Julie Patterson, seconded by Naimah O'Neal In Favor: all ; Opposed: 0
Approval of Minutes	**Exec Committee reviewed and approved the minutes from June 6, 2025.** Motion made by Julie Patterson, seconded by Naimah O'Neal In Favor: all; Opposed: 0; Abstained: Kimberlin Dennis **Exec Committee reviewed and approved the minutes from June 25, 2025.** Motion made by Kimberlin Dennis, seconded by Brian Kimball In Favor: all; Opposed: 0; Abstained: Naimah O'Neal, Julie Patterson
Committees	**<u>What are you appreciating about PSRA?</u>** Billy – My debate with Julie. Naimah – What I liked was the fact that every year, it gets a little easier to go through. Brian – Want to acknowledge all of the prep work that went into it. That really contributed to an easier process. Julie – I want to commend Talib and Xiomara for asking really good questions as Billy and I were debating back and forth. Thanks again to Billy. It's difficult for people to know what to think, so when people think out loud, it's really valuable. Lj – It's good to have people who are so thoroughly engaged in the work. Kimberlin – It was a great discussion.

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<td>Executive Committee Business</td>
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a. PSRA Feedback

11 people completed the survey.
What in the PSRA process is confusing or difficult to understand?

Some of the color coding on the scenario worksheet
Lots of amendments to motions
This is a lot of information, especially for folks who are data-challenged or math-fearing

What do you think worked well about the PSRA meeting on June 18?

Many people weighed in with their opinions
Explaining the process
Including the motions in the chat
Everyone had an opportunity to ask questions

What changes in this year's process were an improvement?

Multiple avenues and opportunities for members to gain an understanding of the process before the meeting
Better conversation and resources given to prepare for PSRA
Explaining the process before and during the meeting

What is one thing you would most like to change to make the PSRA process better?

We should have a directive next year.
We need more information about why agencies spent significantly more or less than they were allocated to certain categories
Have it in person
Clearer motions
Add a mini break in the second half

How could we encourage more people to fully participate in the PSRA process leading up to the big meeting in June?

Have an in-person kick off meeting at the beginning of the process
Ask members what would help them to participate

b. Corrective Action Plan – Update & Next Steps

HRSA would like us to change some of our deadlines to make them sooner.

Budget training – consider changing target date to 2/28/2026
Review and vote of the annual budget – consider changing target date to 3/1/2026
Letters of appointment signed by the CEO – consider changing target date to end of 2025
Update Intergovernmental Agreement – consider changing target date to end of 2025
Update bylaws – consider changing target date to an earlier date
Update website to reflect the above target date: consider changing target date to an earlier date
We can agree to change the target dates and then if we cannot meet that goal, we can show the steps that we have taken.
Bylaws have to go through several approval processes.
Change target dates as follows:

Fill Community based organizations; local public health agencies; hospital planning seats - change date to end of 2025
Plan to enforce term limits - change target date to end of 2025
Update bylaws to reflect all members subject to term limits – change target date to end of 2025
Execution of plan to enforce term limits – change target date to end of 2025

Work groups will likely be necessary to get these things done in time.
Lj - At the meeting with HRSA, do we want to voice our concerns about the Bylaws timeline? Completely updating the bylaws with all the necessary review and approval is not possible by the end of the year.

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	◦ Kimberlin – We should try to make progress in the meantime, while waiting to see if we can push back on the due date with HRSA. We might have to schedule a meeting just for bylaws in December. ◦ Christy – Everyone is on the same page that bylaws are a priority and we need to work on them more, and there will be special meetings to work on the bylaws. There is also the question, in addition to that, should we be pushing back with HRSA target date? **Motion to accept all of the edits and additions to the corrective action plan as written**. Motion made by: Brian Kimball; seconded by: Kimberlin Dennis In favor: all; Opposed: 0; Abstained: Clinton Droster **c. Bylaws Review** • Vote on attendance policies ◦ Sample language for a Leave of Absence **Motion to accept the Leave of absence policy, written as follows:** *"Leave of Absence* *a.) Members and committee volunteers who are unable to attend regularly scheduled meetings may request a leave of absence for one of the following reasons:* *i. Personal illness;* *ii. Illness of a close family member that requires the care of the member;* *iii. Personal or family emergency;* *b.) A leave of absence may be not less than two nor more than six months.* *c.) To request a leave of absence, the Planning Council member or committee volunteer must submit in writing a request, which includes email or letter mailed to_______________) that includes the length and reason for the requested leave of absence. Written requests for a leave of absence can be submitted to the Planning Council support staff, the MRM Committee Chair, or an Executive Co-Chair. If a member or committee volunteer cannot make a written request, they can contact Planning Council support for assistance.* *d.) A leave of absence may be granted by the Executive Co-Chairs in consultation with the Chair of MRM for reasons included in Section 4.6.1a. A member who is on a leave of absence shall not be counted as an active member in determining quorum.* *e.) If a member is unable to return to active membership after the approved end date of leave of absence (maximum of 6 months from original approval), that person may be recommended for removal from the Planning Council by the MRM Committee. If there are consecutive excused absences prior to a leave of absence request, they will be included as part of the leave."* Motion made by Naimah O'Neal; seconded by: Faith Ross In favor: all; Opposed: 0; abstained: 0 • Vote about term limits ◦ Change term to 4 years ◦ Add option to extend term if someone needs additional time to complete service as a co-chair **Motion to allow Members to serve two 4-year terms with a maximum of two consecutive terms.** Motion made by Brian Kimball; seconded by Faith Ross

	In favor: all; Opposed: 0; Abstained: 0 **d. September Executive Committee Meeting Schedule** • Thursday, September 4th at 2 – 3:30 **Motion to change the Executive committee meeting from 9/3 to 9/4 at 2:00** Motion made by Naimah O'Neal; seconded by Faith Ross In favor: all; Opposed: 0; abstained: 0
Approval of Planning Council Agenda	**Exec Committee reviewed and approved the Full Planning Council agenda for August 20, 2025.** **Motion: To approve the Full Planning Council agenda for August 20, 2025, as written.** Motion made by Clinton Droster, Seconded by: Naimah O'Neal In favor: All; Opposed: 0; Abstained: 0
Announcements	
Adjournment	**Meeting adjourned by Christy Nicholls at 5:45 pm.**
Reminder: Check your Email or the Website for Updates **Next Meeting:** Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white	