

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
Friday, June 6, 2025 – 1:00 – 2:30 pm

Executive (Exec) Committee Planning Council Members			Planning Council Attendees	Recipient Staff	Presenter(s)
1. Kimberlin Dennis		A		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		A			
7. Julie Patterson		P			
8. Billy Gayheart		P			
9. Deairius Houston		A			
10. Lorsonja Moore		P			
Total of 10 in attendance		P = Present A = Absent O (Other) = Phone			
Call to Order		Executive Co-Chair, Brian Kimball, called the meeting to order at 1:06 pm.			
Moment of Silence		In remembering all those past, present, and future in the fight against HIV/AIDS.			
Quorum Determination		7 of 10 Exec committee members present - quorum of 6 needed.			
Welcome and Conflicts of Interest		All members and recipient office staff were welcomed and asked to state conflicts of interest in the chat. <i>Conflicted: Naimah O’Neal; Lorsonja Moore</i>			
Approval of Agenda		Exec Committee reviewed and approved the agenda for June 6, 2025. Motion made by Christy Nicholls, seconded by Faith Ross In Favor: all ; Opposed: 0			
Approval of Minutes		Exec Committee reviewed and approved the minutes from May 7, 2025. Motion made by Naimah O’Neal, seconded by Christy Nicholls In Favor: all; Opposed:0 ; Abstained: Faith Ross			
Committees		<u>What are You Celebrating or What Support Do You Need for Your Committee Work?</u>			
Executive Committee Business		a. HRSA Update – Zach Levar *Please note – if the site visit report is received during the break, we may need to call a Special Meeting of the Executive Committee* - The report has been received from HRSA. We will distribute the report to Planning Council leadership by Monday. b. Preparing for PSRA i. Approval of Agenda for PSRA - Clinton likely will not be able to attend PSRA, so we should plan on having other folks cover those items on the agenda. ii. Review of Roles - Executive Committee discussed and determined who would present each item on the agenda, and reviewed and edited the slides.			

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iii. Review S&F Recommendations

- Julie – In S&F we had a discussion about 3 service categories including how funds were expended, change in prioritization, over or under requested, etc. These service categories had some clear markers for an increase or decrease based on the data.
 - Food Bank/Home Delivered Meals – the priority ranking increased, and had increased funds during reallocation. Consider for increased funding.
 - Medical Transportation – providers over-requested what was available by 62% and clients in Lorain County reported a lack of access. Consider for increased funding.
 - Home Health Care – the priority ranking decreased by 6 spots, the number of clients decreased, and expenditure stayed the same. This category might warrant a decrease in overall funding, but the budget for this category is already small.
- S&F recommends leaving the allocations the same, because we can always reallocate throughout the year if needed.
- Billy – I like the idea of bringing 2 different viewpoints to PSRA.
- Naimah – How do we get people to participate in the discussion at PSRA?
- Christy – We can do everything we can to encourage people to participate.
- Billy – We have to let people know that a recommendation is not a final vote and we need everyone's input moving forward, because this is an important decision to make.
- Naimah – Let everyone know that we want their input because once this is voted on, it's final.
- **Motion to flag Home Health Care, Medical Transportation, and Food Bank/Home Delivered Meals for deeper discussion and that we include the recommendation to leave the funding allocation the same as FY2025 across the 14 service categories.**
 Motion made by Julie Patterson, seconded by Christy Nicholls
 In favor: all; Opposed: 0

c. Bylaws Review

i. Decide about the changes to the attendance policy.

- Do we want to institute a medical leave policy?
 - Billy – we would have to determine what are the parameters for taking a medical leave of absence?
 - How long can medical leave last? Christy – no more than 6 months.
 - Julie – we could look at the parameters of FMLA as a guide. Christy – FMLA parameters are very broad.
- Do we want to change the point system?
- Do we want to change the language about the requirement being 100%?
 - Julie – we could change the language on page 13 to say that the goal is to attend all of the Full Planning Council meetings and the meetings of your Committee of Record. The minimum required is to attend 75% of these meetings.

ii. Discussion about term limits – How might we adjust term limits so member term limits and co-chair term limits are not the same?

- Possible ideas: Change term limits to 4 years; Add option to extend term if someone needs additional time to complete service as a co-chair.
- Christy - Currently the co-chair term limits are 3 years and Planning Council term limits are 3 years. I recommend changing Planning Council term limits to 4 years, and co-chairs remain at 3 years.

Next steps:



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	• Lj will draft language for the medical leave policy and term limits and bring it to the Executive Committee in August. • The response to the HRSA site visit report is due in 30 days. We will need to call an emergency meeting of Executive Committee to respond to the report.
Announcements	
Adjournment	Meeting adjourned by Brian Kimball at 2:38pm.