

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
Thursday, September 4, 2025 – 2:00 – 3:30 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		A			
5. Faith Ross		P			
6. Clinton Droster		A		Community Attendees	
7. Julie Patterson		P			
8. Billy Gayheart		P			
9. Deairius Houston		P			
10. Lorsonja Moore		A			
Total of 10 in attendance		P = Present A = Absent O (Other) = Phone			
Call to Order		Executive Co-Chair, Kimberlin Dennis, called the meeting to order at 2:12 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, Intros, and Conflicts of Interest		All attendees were welcomed and asked to state conflicts of interest in the chat. <i>Conflicted: Deairius Houston - UH</i>			
Approval of Agenda		Exec Committee reviewed and approved the agenda for September 4, 2025. Motion made by Julie Patterson, seconded by Brian Kimball In Favor: all ; Opposed: 0			
Approval of Minutes		Exec Committee reviewed and approved the minutes from August 6, 2025. Motion made by Brian Kimball, seconded by Faith Ross In Favor: all; Opposed: 0; Abstained: none			
Executive Committee Business		A. Vote on new applicants Motion to approve Dr. Lisa Navracruz and Antonio Elmore for formal appointment to Planning Council. Motion made by Billy Gayheart, seconded by Brian Kimball In favor: all; Opposed: 0; Abstained: 0 B. Bylaws Review <u>Simplify Amendments:</u> Currently, the bylaws indicate that changes will undergo legal review and be submitted to HRSA. This level of review is not required by HRSA and would make it difficult to meet the deadlines due to HRSA for the Corrective Action Plan. - Sample revised language: “The Executive Committee is responsible for developing, reviewing, and making any needed amendments to the Bylaws. Where necessary to ensure compliance with all relevant laws, the revised bylaws will undergo legal sufficiency review by the legal representative of the Cuyahoga County Executive or his/her designee. Revised bylaws may also be submitted, where necessary, to the HRSA/HAB Project Officer for review to ensure that they meet Ryan White legislative requirements and HRSA/HAB policies.”			

	Motion to update the bylaws such that revised bylaws undergo legal review only when needed. Motion made by: Julie Patterson; Seconded by: Brian Kimball In favor: 7; Opposed: 0 • <u>Exempt term limits</u>: HRSA notified us that no member is allowed to be exempt from term limits. We have received clarification that we can apply for limited exemptions for mandated seats. • Recommend creating ex officio membership for the following roles: Deputy Administrator Medicaid; Director or designee, Cleveland Department of Public Health; Ryan White Part D Grant Recipient, Part B Grant Recipient • You can have both voting and non-voting ex officio members Motion to remove language in the bylaws that indicates certain regular members are exempt from term limits. Motion made by: Julie Patterson; Seconded by: Brian Kimball In favor: 7; Opposed: 0 Motion to create ex officio membership status with voting rights for the following roles or their designees: Administrator of Medicaid, Director of the Cleveland Department of Public Health, Ryan White Part B Grant Recipient, and Ryan White Part D Grant Recipient. Motion made by Julie Patterson; seconded by: Faith Ross Motion amended to state: Create ex officio membership status with voting rights for the following roles or their designees: Deputy Administrator of Medicaid, Cuyahoga Job and Family Services; Ryan White Part B Grant Recipient; Ryan White Part D Grant Recipient; and Director, Cleveland Department of Public Health. Motion made by Julie Patterson; seconded by Brian Kimball In favor: 6; Opposed: 0; Did not vote: 1 Motion to amend the bylaws such that members who were previously exempt and do not fall under ex officio membership can serve the remaining time on their current term. If that member has not yet served two terms, they will be allowed to apply for a second term. Motion made by: Julie Patterson; seconded by: Brian Kimball In favor: 7; Opposed: 0 C. Review draft budget process • Current budget process: Committees request specific budget items at the Executive Committee meeting in November 2024; the Recipient will present the budget to the S&F Committee in October; The recipient submits a budget to HRSA on October 2nd. • HRSA has directed us to complete budget negotiations this month prior to October 2nd. The next Executive Committee meeting is October 1st. • On October 1st, Exec Committee can review the budget and provide feedback to show HRSA that we are trying to meet their deadline. After that, we can determine what the full budget negotiation process will be.
Committees	Is there any support or assistance as Committee Chairs? • None
Approval of Planning Council Agenda	Exec Committee reviewed and approved the Full Planning Council agenda for September 17, 2025. Motion: To approve the Full Planning Council agenda for September 17, 2025, as written. Motion made by Christy Nicholls, Seconded by: Faith Ross In favor: All; Opposed: 0; Abstained: 0
Announcements	Kimberlin: Ministry of Hope Lunch and Learn for 45 HIV positive women on October 11th.
Adjournment	Meeting adjourned by Kimberlin Dennis at 3:22 pm.

Reminder: Check your Email or the Website for Updates	

Next Meeting: October 1, 2025

Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white