

Cuyahoga Regional HIV Prevention and Care Planning Council
Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties
Billy Gayheart, Jr., Chair

Membership, Retention and Marketing (MRM) Minutes
Wednesday, September 17, 2025
4:00 – 5:00 PM

MRM Committee Members			Planning Council Members	Community Attendees	Guest Speakers
1. Billy Gayheart, Chair		P	Julie Patterson	Tony Elmore*	
2. Kimberlin Dennis		A		Talib Mahdi*	
3. Christy Nicholls		P		Michelle Jackson Rollins	Recipient Staff
4. Brian Kimball		P			Lisa-Jean Sylvia
5. Naimah O’Neal		P			Brittanie Evans
6. Faith Ross		A			Danielle LeGallee
7. Deairius Houston		P			
Total of 12 in attendance.		P = Present A = Absent O(Other) = Phone * Non-member Volunteer or Pending PC Member			
Call to Order	Chair, Billy Gayheart, called the meeting to order at 4:05 pm.				
Moment of Silence					
Quorum Determination	5 of 7 MRM committee members present - quorum of 5 needed.				
Welcome, Introductions & Conflicts of Interest	All members, attendees, and guests welcomed, and asked to state names, affiliations, and conflicts of interest in the chat.				
	Conflicted: Deairius Houston – UH; Talib Mahdi – Nueva Luz; Naimah O’Neal – The Centers				
Approval of Agenda	MRM Committee reviewed and approved the agenda for September 17, 2025. Motion made by Naimah O’Neal, seconded by Brian Kimball In Favor: all; Opposed: 0				
Approval of Minutes	MRM Committee reviewed and approved the minutes from August 20, 2025. Motion made by Christy Nicholls, Seconded by Deairius Houston In Favor: all; Opposed: 0; Abstained: Brian Kimball, Naimah O’Neal				
Committee Business	a. Recruitment & Outreach Update and Next Steps - Lj – Recruitment tasks included in the improvement plan: create updated marketing materials; work with Case Managers to promote Planning Council activities; create an Open House or other in-person event to promote Ryan White Services and Planning Council participation; Speaker Tour – visit support groups to promote Ryan White Service and Planning Council participation - Recruit to fill the following mandated seats: Mental health provider; substance abuse provider; social service provider with a focus on housing and homeless services; AIDS Education and Training Center Representative; Part F Dental Provider; Veterans Health Administration - Housing and homeless services:				

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- Haus of Transcendent – may be interested and could fill the housing and homeless services seat
- NEOCH – Korrianna for housing seat
- Other ideas: LMM, Place for Me, Bishop Cosgrove, City Mission. If you have a contact in mind, send them Lj and Billy's contact information to get involved.
- Mental Health/ Substance Abuse:
 - Circle Health is both mental health and substance abuse provider
 - LGBTQ Center, B. Riley House, EDEN
 - Central Outreach – Pride Recovery
 - Project LIFT, Washington Wellness
- Veterans health Administration
 - Amy Shumaker, Infectious disease pharmacist

b. Revised Application & Confidentiality Procedures

- One of the findings from the HRSA site visit is that applicants have the option to keep their HIV status confidential.
 - We added the following language to the application: *"If you do not wish to disclose your HIV status publicly but are willing to make partial disclosure for this application, your status will only be used for the Planning Council purposes of ensuring HRSA requirements and will not be shared publicly."*
- Confidentiality procedures: We added the option "Person living with HIV/AIDS who does NOT publicly disclose their status." If an individual selects this option, review the confidentiality procedures with them and make sure they understand Open Meeting Laws and the limitations of confidentiality if they attend the CLC.
 - Create an announcement at the beginning of the CLC: *"This meeting is for people living with HIV. We do our best to create a space that is welcoming and private. However, planning council subcommittee meetings are also subject to Open Meeting Laws. This means that the meeting is recorded, we keep attendance, and create minutes of the meeting. All of these documents can be requested through Public Record Requests. If you wish to remain anonymous during these meetings, you are welcome to keep your camera off and use initials or an alias for your screen name."*
 - Lj will confirm with Legal that this is allowed.

Motion to move forward the revisions to the confidentiality and application procedures.

Motion made by Naimah O'Neal, seconded by Christy Nicholls

In favor: all; Opposed: 0

c. Mentor Program

- When a new member joins, they are assigned an appointed member to mentor them, answer questions, etc. We've had new members come in but we haven't had any type of oversight over the mentorship program.

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	• Talib – I think the whole process is complicated trying to understand what the Planning Council is about. It takes a while for someone to know what to ask. I had a friend who just didn't have the time to get up to speed with Planning Council to be able to join. Part of it is, how do we help someone new to slow the process down? At some point, things will start to make sense. • Tony – I want to be a part of Planning Council, but it's like I'm in a fog and I don't know what questions to ask. A mentor would be great, because that would be somebody I could go directly to when I had a question. I want to participate, but I'm lost right now. • Lj – Would it be helpful to have certain check points throughout the year to check in with your mentor? Talib and Tony – Yes. Julie – A live private chat during the meeting could be helpful to ask questions that they don't want to ask in the Teams meeting chat. • Former members could also serve as mentors.
Parking Lot	None
Announcements	Special session of the executive committee at 5pm. Naimah – The Stigma conference is starting in November.
Adjournment	Meeting adjourned by Billy Gayheart at 4:58 pm.
Reminder: Check your Email or the Website for Minutes and Agendas Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white Next Meeting: October 15, 2025 4:00 to 5:00 pm	