



Cuyahoga Regional HIV Prevention and Care Planning Council
Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties
 Kimberlin Dennis, Brian Kimball, Christy Nicholls, Co-Chairs

Full Planning Council Committee Minutes
Wednesday, October 15, 2025
5:30 – 7:00 PM

Full Planning Council Members		Full Planning Council Members		Community Attendees	Recipient Staff	Guest Speakers
1. Kimberlin Dennis, Co-Chair	P	13. Naimah O’Neal	A	Jeannie CK	Lisa-Jean Sylvia	
2. Brian Kimball, Co-Chair	P	14. Julie Patterson	P	Natalia Rodas	Brittanie Evans	
3. Christy Nicholls, Co-Chair	A	15. Sahara Rivera	P	Kim Rodas	Anastassia Idov	
4. Biffy Augiriano	A	16. Faith Ross	A	Jacqueline Asare	Zachary Levar	
5. Clinton Droster	A	17. Karla Ruiz	P	Chris Krueger*		
6. Billy Gayheart	P	18. James Stevenson*	P	Brooke Willis		
7. Tiffany Greene	A	19. Anthony Thomas	P	Tony Elmore*		
8. Barbara Gripshover, M.D.	P	20. Stephanice Washington	A	Kenyetta Cloud		
9. Deairius Houston	P	21. Leshia Yarbrough-Franklin	P			
10. LeAnder Lovett	A					
11. Xiomara Merced	P					
12. Lorsonja Moore	P					
Total of 25 present	P = Present A = Absent O = (Other) – Phone *Non-member Volunteer or Pending PC Member					
Call to Order	Co-chair, Brian Kimball, called the meeting to order at 5:39 pm.					
Moment of Silence	A moment of silence done in remembering all those past, present, and future in the fight against HIV.					
Quorum Determination	13 of 21 PC committee members present - quorum of 12 needed.					
Welcome, Introductions & Conflicts of Interest	<p>All members, attendees, and guests welcomed, and asked to state names affiliations, and conflicts of interest in the chat.</p> <p><i>Conflicted: Chris Krueger – AIDS Taskforce; Xiomara Merced – MetroHealth; Barb Gripshover – UH; Sahara Rivera – MetroHealth; Lorsonja Moore – DSAS; Deairius Houston – UH; Kim Rodas – NLURC; Natalia Rodas – NLURC; James Stevenson - NLURC</i></p>					
Approval of Agenda	<p>Full PC Committee reviewed and approved the agenda for October 15, 2025.</p> <p>Motion made by Kimberlin Dennis, seconded by Billy Gayheart</p> <p>In favor: All; Opposed: 0</p>					
Approval of Minutes	<p>Full PC Committee reviewed and approved minutes from September 17, 2025.</p> <p>Motion made by Kimberlin Dennis; seconded by Xiomara Merced</p> <p>In favor: all; Opposed: 0; Abstained: James Stevenson, Leshia Yarbrough-Franklin</p>					
Recipient Report	<ul style="list-style-type: none"> • Anastassia Idov: • Program manager position is being interviewed for and will tentatively be filled in November. Subrecipient monitoring season is wrapping up. We just had a Medical Case Managers network 					

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	<p>meeting highlighting youth services and referrals. Clinical Quality Management: 3% gain in retention in care was achieved by the end of Q1 and sustained through Q2.</p> <ul style="list-style-type: none"> • Current expenditure split: 80.39% core; 19.61% support. • We are still waiting on 2 invoices from July. • Currently, Medical Case Management is overspent at 46.06% compared to the target of 41.67%. • For support services, Non-Medical Case Management, Psychosocial support, and Foodbank are overspent. • Keep in mind that we have had several rounds of partial funding which has required subrecipients to go through contracting multiple times. This impacts the ability for invoices to be submitted.
Medicaid Update	<ul style="list-style-type: none"> • None
Part B Update	<ul style="list-style-type: none"> • Karla Ruiz: • Bicillin shortage – focusing on individuals who are pregnant. • Open enrollment has begun. Make sure that individuals get enrolled and choose plans that cover the HIV care services that they need. • Medicaid Update – ACA open enrollment begins November 1st to January 15th.
HOPWA Update	<ul style="list-style-type: none"> • Jaqueline Asare: • Received the HUD award and are moving forward with our contracting process. • If someone needs assistance, they should go to housing case management or legal support.
Planning Council Business	<p>a. Improvement Plan Update</p> <ul style="list-style-type: none"> • HRSA returned our plan for changes again, so hopefully this is the last revision. • We have made some progress toward the improvement plan. <p>b. Review Draft Budget Process</p> <ul style="list-style-type: none"> • Planning council must negotiate the size of its support budget with the recipient. • At the last Planning Council meeting, we approved a budget. • Further recommendations from the Executive Committee for the budget process: <ul style="list-style-type: none"> ○ During the work plan process, the Committees identify any items that will require funding. ○ Budget requests are submitted in writing to the Executive Committee by February. ○ The Executive Committee reviews the budget requests for the upcoming FY during the March executive Committee meeting. ○ Add Budget Training to Full PC in March. ○ Draft budget presented to Full PC during March meeting. If approved, this budget will be the basis for budget negotiations with the Recipient. ○ One of the Executive Chairs will work with the Recipient to negotiate, as necessary prior to August. ○ The final budget must be approved by Full PC no later than August, so it can be included in the budget that is submitted to HRSA in October for the upcoming Fiscal Year.

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- To ensure that the Planning Council is participating in the management of their budget, the Recipient should provide regular reports on the use of the Planning Council Support Budget during the Executive Committee Meeting. Additionally, updates on the Planning council support budget can be included in the Recipient Report to Full Planning Council.

Motion to approve the budget process as presented.

Motion made by Julie Patterson, seconded by Kimberlin Dennis.

In favor: 13; Opposed: 0; Abstained: 0

c. Motion to approve a Leave of Absence Policy to the Bylaws

- **Leave of Absence – Sample Language**

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: Personal illness; Illness of a close family member that require the care of the member; Personal or family emergency.

b.) A leave of absence may not be 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 to accept the Leave of Absence language as presented.

Motion made by Barb Gripshover, seconded by James Stevenson.

In favor: 13; Opposed: 0; Abstained: 0

d. Discuss Term Limit Compliance

- Executive Chairs – Christy went before County Council but they did not issue a signed letter; Brian did not go before County Council and does not have a signed letter; Kimberlin has an expired term.

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	<ul style="list-style-type: none"> • Clinton and Leshia’s terms were extended because we wanted to have continuity in leadership. At the beginning of this month, Executive Committee voted to begin to implement term limits for both Leshia and Clinton. They would need to become non-voting members for at least one year. • Executive Committee also recommended that we make an amendment to extend Kimberlin’s term for 1 year. <p>Motion to enact term limits for Leshia and Clinton, such that they will end service at the end of this month.</p> <p>Motion made by Julie Patterson, seconded by James Stevenson In favor: 12; Opposed: 0; Abstained: Leshia Yarbrough</p> <p>Motion to amend the bylaws such that Kimberlin can remain in place for 1 year past the time when the current pending applicants are fully appointed.</p> <p>Motion made by James Stevenson, seconded by Barb Gripshover In favor: 12; Opposed: 0; Abstained: Kimberlin Dennis</p>
<p>Committee Reports</p>	<p><u>Community Liaison Committee (CLC) - -</u></p> <ul style="list-style-type: none"> • Lj – we had a very successful listening session at the Ministry of Hope lunch and learn with about 30 people. • We are working on getting a presentation about Medicare from OSHIP. • Naimah gave a presentation about signing up for insurance on Marketplace.
	<p><u>Strategy & Finance (S&F) Committee – J. Patterson -</u></p> <ul style="list-style-type: none"> • We reviewed the fiscal report and talked about the assessment of the efficiency of the administrative mechanism. • We discussed resource allocation if funding was decreased by 15% or more. We haven’t decided anything and are still talking it through. If you are interested in that discussion, we will be talking about this again in January.
	<p><u>Membership, Retention & Marketing (MRM) – B. Gayheart –</u></p> <ul style="list-style-type: none"> • We reviewed reflectiveness and attendance. A motion was made to start the removal process for one member. One member was waiting on today’s vote regarding the Leave of Absence. • We did an update on recruitment. • We need more members who are unaligned consumers.
	<p><u>Quality Improvement (QI) – Lorsonja Moore–</u></p> <ul style="list-style-type: none"> • Lj – we discussed the Needs Assessment.
	<p><u>HIV Prevention (Prevention) - -</u></p> <ul style="list-style-type: none"> • Deairius – our next meeting is in December.
<p>Public Comments</p>	<p>None</p>

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Announcements	Kimberlin – Ministry of Hope event this past weekend was successful. Thank you to everyone who helped. Julie – October 30 th Act UP is showing a film called The Normal Heart
Adjournment	Meeting was adjourned by Brian Kimball at 7:04 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: Wednesday, November 19, 2025 - 5:30-7:00 PM	