



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, September 17, 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	Brooke Willis	Lisa-Jean Sylvia	
2. Brian Kimball, Co-Chair	P	14. Julie Patterson	P	Christopher Krueger*	Brittanie Evans	
3. Christy Nicholls, Co-Chair	P	15. Sahara Rivera	P	Gil Kudrin	Anastassia Idov	
4. Biffy Aguiriano	A	16. Faith Ross	P	Michael Deighan	Danielle LeGallee	
5. Clinton Droster	A	17. Karla Ruiz	P	Talib Mahdi*	Zach Levar	
6. Billy Gayheart	P	18. James Stevenson	A	Tony Elmore*		
7. Tiffany Greene	P	19. Anthony Thomas	P	Michelle Jackson Rollins		
8. Barbara Gripshover, M.D.	P	20. Stephanice Washington	A			
9. Deairius Houston	P	21. Leshia Yarbrough-Franklin	A			
10. LeAnder Lovett	P					
11. Xiomara Merced	P					
12. Lorsonja Moore	P					

Total of 27 present P = Present A = Absent O = (Other) – Phone *Non-member Volunteer or Pending PC Member

Call to Order Co-chair, Kimberlin Dennis, called the meeting to order at 5:36 pm.

Moment of Silence A moment of silence done in remembering all those past, present, and future in the fight against HIV.

Quorum Determination 15 of 21 PC committee members present - quorum of 12 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: Talib Mahdi – NLURC; Lorsonja Moore – DSAS; Chris Krueger – AIDS Taskforce; Xiomara Merced – MetroHealth; Barb Gripshover – UH; Faith Ross – Pegasus; Sahara Rivera – MetroHealth

Approval of Agenda **Full PC Committee reviewed and approved the agenda for September 17, 2025.**
 Motion made by Christy Nicholls, seconded by Faith Ross
 In favor: All; Opposed: 0

Approval of Minutes **Full PC Committee reviewed and approved minutes from August 20, 2025.**
 Motion made by Faith Ross; seconded by Christy Nicholls
 In favor: all; Opposed: 0; Abstained: Brian Kimball, LeAnder Lovett, Sahara Rivera

Recipient Report Zach Levar – Anastassia Idov will be taking over as the Ryan White Part A Supervisor starting on Monday.

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	<p>Anastassia – HRSA has returned our Corrective Action Plan for changes and our response is due on 9/29. Monitoring is in progress and will be completed at the end of October. The next Medical Case Manager meeting topic is Youth Services and referrals and will be in October. There was a QI 101 presentation with one of our providers to their QI team. Funding update: Current expenditure split is 82.77% core and 17.23% support.</p>
Medicaid Update	<p>Christy Nicholls presenting:</p> <ul style="list-style-type: none"> We are continuing to wait for the federal rules to come down regarding the changes. If you have any questions, you are welcome to contact me.
Part B Update	<p>Karla Ruiz presenting:</p> <ul style="list-style-type: none"> Upcoming enrollment periods: ACA November 1 – January 15 October 7 there will be a virtual Medicare training UHCAN Ohio is providing free assistance to people to find a plan The Part B program begins clinical monitoring in October There is an upcoming training in October on the syndemic approach to HIV Integrated plan – survey is being reviewed. The affinity groups are being developed.
HOPWA Update	<p>Tiffany Greene presenting:</p> <ul style="list-style-type: none"> We have received our funding letter from HUD so we can begin executing our 2025 funds. Our contracts are in motion.
Planning Council Business	<p>a. Motion to approve budget</p> <ul style="list-style-type: none"> Lj – One of the findings during the HRSA site visit was that PC needs to negotiate the PC budget. HRSA expectation is that the budget be negotiated by the deadline of October 2nd. The Recipient and the Executive Committee reviewed and approved a draft budget. Zach – Executive committee approved: <ul style="list-style-type: none"> FY26 budget proposal: <ul style="list-style-type: none"> Staffing: \$107,300 Data plans for Chromebooks: \$2,400 (5 @ \$40/month) Needs Assessment: \$15,000 Miscellaneous: \$2,500 Brooke – The PC never negotiated the budget in past years? Zach - We have not negotiated a budget with PC in the past, but rather have tried to make sure the needs of Planning Council are met. HRSA is now requiring that we have a formal negotiation process. Xiomara – Is this a typical amount that we ask for? Is there a risk that this won't be approved and could it be at risk of being cut? Zach – This is a little higher than normally budgeted due to the needs assessment portion, but things like staffing, data, and miscellaneous are typical. HRSA gives us a max dollar amount that we can apply for and we always apply for the max amount. If there are cuts to the administrative portion of the budget, this negotiation process would solidify the Planning Council portion of the budget. <p>Motion to approve the negotiated budget for Planning Council Motion made by Barb Gripshover, seconded by Xiomara Merced In favor: 15; Opposed: 0; Abstained: 0</p>

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b. Motion to approve new applicants

- Billy – Lisa Navracruz and Antonio Elmore are two new applicants that have been approved by MRM Committee.

Motion to approve the two new applicants, Lisa Navracruz and Antonio Elmore, for formal appointment to Planning Council.

Motion made by Billy Gayheart; Seconded by: Christy Nicholls

In favor: all; Opposed: 0; Abstained: 0

c. Review and vote on Proposed Changes to the Bylaws

- Lj – the improvement plan requires us to make changes to several areas. Executive Committee has reviewed and approved these changes. Our goal is to review and vote on each of the following:
 - Simplify Amendments: The Executive Committee approved the following 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 of his/her designee.”

Motion to approve the bylaw amendment as shown on the screen. (above)

Motion made by Christy Nicholls; seconded by Leander Lovett

In favor: 15; Opposed: 0; Abstained: 0

- Exempt Term Limits: During the site visit, HRSA notified us that no member is allowed to be exempt from term limits. We can create ex officio members. Instead of a term limit, ex officio members serve as long as they are in their role. We must request approval from HRSA and justification language will be included in the bylaws.
- The executive committee approved the following motions:

Motion to approve the following 3 motions from the Executive Committee: Motion to remove the language in the bylaws that indicates certain regular members are exempt from term limits. Motion to create ex officio membership status with voting rights for the Deputy Administrator Medicaid, Cuyahoga County; Director, Cleveland Department of Public Health; Ryan White Part B Grant Recipient; and the Ryan White Part D Grant Recipient, or their designee. Motion to amend the bylaws such that members who were previously exempt and do not fall under ex officio status 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 Billy Gayheart, seconded by Faith Ross.

In favor: 9, Opposed: 0 Abstained: Barb Gripshover, Deairius Houston, Brian Kimball, Christy Nicholls, Karla Ruiz, Anthony Thomas

- 4-year Term Limit: The Executive committee approved the following motions: “Motion to change the term limit such that members will be allowed to serve two consecutive 4-year terms.”

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	<ul style="list-style-type: none"> ○ “Motion to change the bylaws so that members appointed to mandatory seats and members serving as Executive or Subcommittee chairs shall be allowed a 1-year extension of their second term if additional time is necessary for recruitment. All extensions will be approved by the Executive committee.” <p>Motion to approve the 2 motions as they are written on the screen. (above) Motion made by Christy Nicholls, seconded by Barb Gripshover In favor: 15, Opposed: 0, Abstained: 0</p> <ul style="list-style-type: none"> ○ The Executive Committee approved a motion to accept the following Leave of Absence Policy: ○ “Any member or committee volunteer can request a leave of absence. The leave of absence must be at least 2 months and no more than 6 months. To request leave, submit a request in writing, include the reason for the request and the length of time, to the MRM chair, Executive co-chair, or the PC Support Staff. PC support can provide assistance if it is not possible to submit in writing. Members and committee volunteers who are on a leave of absence are not counted as active members and do not count toward quorum. If a member is unable to return after the end of the leave of absence, they may be recommended for removal.” <p>Motion to approve the leave of absence policy as it is written on the screen. Motion made by Christy Nicholls, seconded by Xiomara Merced Discussion: Julie – who makes the decision to approve the request?</p> <p>Motion to table the leave of absence until we clarify who makes the decision regarding Leave of absence. Motion made by Julie Patterson, seconded by Christy Nicholls In favor: all; Opposed: 0; abstained: 0</p> <p>Motion to table the committee reports Made by Billy Gayheart, seconded by Julie Patterson In favor: all; Opposed: 0</p> <p>Motion to table the Improvement plan update Made by Christy Nicholls, seconded by Xiomara Merced In favor: all; Opposed: 0</p>
Committee Reports	<u>tabled to next month</u>
Public Comments	None

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Announcements	
Adjournment	Meeting was adjourned by Kimberlin Dennis at 7:01 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, October 15, 2025 - 5:30-7:00 PM	