

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
Wednesday, January 7, 2026 – 4:00 – 5:30 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		Anastassia Idov	
5. Faith Ross	P			
6. Julie Patterson	P		Community Attendees	
7. Billy Gayheart	P			
8. Deairius Houston	A			
9. Lorsonja Moore	A			
Total of 10 in attendance	P = Present A = Absent O (Other) = Phone			
Call to Order	Executive Co-Chair, Christy Nicholls, called the meeting to order at 4:03 pm.			
Moment of Silence	In remembering all those past, present, and future in the fight against HIV/AIDS.			
Quorum Determination	6 of 9 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: Faith Ross – Pegasus Transportation</i>			
Approval of Agenda	Exec Committee reviewed and approved the agenda for January 7, 2026. Motion made by Faith Ross, seconded by Brian Kimball In Favor: all; Opposed: 0			
Approval of Minutes	Exec Committee reviewed and approved the minutes from November 5, 2025. Motion made by Faith Ross, seconded by Julie Patterson In Favor: all; Opposed: 0; Abstained: none			
Executive Committee Business	<p>a. Vote to approve the Assessment of the Efficiency of the Administrative Mechanism</p> <ul style="list-style-type: none"> • Lj – We sent assessment questions to the Recipient: <ul style="list-style-type: none"> ○ Q1 – Were Part A funds expended in a timely manner (net 30 days)? Answer: Check processing time has improved from last year. However, it is still higher than 30 days. ○ Q2 – Were Part A contracts with service providers signed in a timely manner? Answer: The recipient met HRSA’s requirement of contracting within 30-45 days of the budget period beginning. ○ Q3 – During FY2024, did the TGA have less than 5% carryover? Answer: Yes. ○ Q4 – Were Part A resources reallocated in a timely manner to ensure the needs of the community are met? Answer: Yes. Funds were reallocated twice in FY2024, due to the region not being awarded carryover funds, leading to shortfalls at the subrecipient level across a variety of service categories. ○ Q5 – Did part A program funding match the service categories and percentages identified during the Priority Setting and Resource Allocation process? Answer: Yes. There were slight variations in percentages at the end of the fiscal year as a result of the rapid reallocation. 			

Motion to approve the assessment of the efficiency of the administrative mechanism.

Motion made by Julie Patterson, seconded by Faith Ross

Yes: 6; No: 0; Abstained: 0

b. Approve revised bylaws

To meet the deadlines of the corrective Action Plan, a revised version of the Bylaws and a draft of the Policies and Procedures Manual must be approved in January. The revisions presented respond directly to HRSA findings, improve day-to-day operations, and strengthen consumer protections, without changing the Planning Council's core authority.

i. Minimum membership number

What changed: Set the minimum number of members required to 13 members. The bylaws do not currently list a minimum number of members and we are required by HRSA to list the minimum number.

- **Motion to recommend that Planning Council amend the bylaws such that the minimum number of PC members is set to 13.**

Motion made by Julie Patterson, seconded by Kimberlin Dennis

Yes: 6, No: 0, Abstained: 0

ii. Sunset clause for term limits

What changed: Add a sunset clause to special amendments previously approved that are necessary as the Planning Council adjusts to enforcing term limits. Unnecessary amendments can be removed automatically once they are no longer needed. This simplifies future workload.

- **Motion to recommend that Planning Council amend the bylaws such that a sunset clause is added to section 4.4 (d) of the bylaws.**

Motion made by Brian Kimball, seconded by Billy Gayheart

Yes: 6, No: 0, Abstained: 0

iii. Change quorum to a simple majority

What changed: Quorum is changed to a simple majority. Quorum is currently set to 50% plus 1. Under this standard, we are having a difficult time meeting quorum.

- **Motion to recommend that Planning Council amend the bylaws such that quorum is changed to a simple majority.**

Motion made by Julie Patterson, seconded by Faith Ross

Yes: 6, No: 0, Abstained: 0

iv. Confidentiality in public meetings

What changed: Section 6.1.2 Confidentiality in Public Meetings was added to explicitly acknowledge that Planning Council will implement confidentiality during Public Meetings to protect participant privacy. Details are in the Policies & Procedures Manual. This strengthens confidentiality and protections for people living with HIV, while still acknowledging the public meeting requirements.

- **Motion to recommend that PC amend to adopt Section 6.1.2 Confidentiality in Public Meetings**

Motion made by Kimberlin Dennis, seconded by Brian Kimball

Yes: 6, No: 0, Abstained: 0

v. Updated CLC membership and confidentiality language

What changed: CLC membership is clarified as limited to people living with HIV. The committee remains open for transparency, with confidentiality protections explicitly acknowledged and delegated to the Policies & Procedures Manual. Previous language could be interpreted as

conflicting with the requirement to have open meetings. The new language is more clear while details are in the Policies & Procedures Manual.

- **Motion to recommend that Planning Council amend the bylaws such that CLC membership is clarified as limited to people living with HIV with confidentiality protections outlined in the Policies and Procedures Manual.**

Motion made by Julie Patterson, seconded by Faith Ross

Yes: 6, No: 0, Abstained: 0

vi. Executive committee Review

What changed: Language was added to indicate that the Executive Committee will review committee work as needed (Section 7.2(d), page 27). Section 7.2 (e) requires review for high-risk areas, as defined in the bylaws. Previous language required the Executive Committee to review all committee work product. This will reduce bottlenecks and meeting fatigue; clarify the decision-making authority of the Full PC; and aligns with HRSA best practices.

- **Motion to recommend that PC amend the bylaws such that review of committee work products is now as needed, rather than required for all items.**

Motion made by Kimberlin Dennis, seconded by Julie Patterson

Yes: 6, No: 0, Abstained: 0

vii. Vacancy Timelines

What changed: Removed language that requires vacancies created by a change of status to be filled within 90 days. This provides flexibility in recruitment and appointment timelines and will reduce the risk of technical noncompliance during periods of transition.

- **Motion to recommend that PC amend the bylaws such that language requiring vacancies to be filled within 90 days is removed from section 4.7.**

Motion made by Brian Kimball, seconded by Kimberlin Dennis

Yes: 6, No: 0, Abstained: 0

viii. Vote to approve the document as a whole

In addition to these specific amendments, the revised bylaws include amendments that were previously approved:

1. Removal of language allowing regular members to be exempt from term limits.
2. Confirmation that members may serve two consecutive four-year terms.
3. Limited one-year term extensions for mandatory seats and leadership roles to support continuity and recruitment.
4. Clarification of the Executive Committee's role in developing and reviewing bylaw amendments, with legal sufficiency review by County counsel as needed.
5. Adoption of a Leave of Absence Policy

- **Motion to recommend that Full Planning Council review and approve the draft Bylaws.**

Motion made by Kimberlin Dennis, seconded by Julie Patterson

Yes: 6, No: 0, Abstained: 0

c. Vote to approve Revised Confidentiality Procedures

The Confidentiality procedures for the Community Liaison Committee meeting have been revised. The full confidentiality policy has not changed.

- **Motion to recommend that the Full Planning Council approve the revised confidentiality procedures for the CLC as included in the Policy & Procedures manual draft.**

Motion made by Kimberlin Dennis, seconded by Brian Kimball

Yes: 6, No: 0, Abstained: 0

	<p>d. Vote to approve Policies and Procedures document In most cases, policies and procedures included in the manual were taken directly from the bylaws or other existing documents. The Leave of Absence Procedures were added in alignment with the vote in November of 2025 to add the policy. The Confidentiality Procedures have been updated with input from the CLC. This is required by HRSA and will be voted on today. Compared to the bylaws, it is much easier to change policies and procedures. It is recommended that this be reviewed and updated at least every 3 years, prior to each site visit.</p> <ul style="list-style-type: none"> • Motion to recommend that the Full PC review and approve the Policies & Procedures Manual. Motion made by Julie Patterson, seconded by Kimberlin Dennis Yes: 6, No: 0, Abstained: 0 <p>e. Vote to finalize Exec. Committee schedule in 2026</p> <ul style="list-style-type: none"> • Motion for Exec committee to meet in March, June, & September on the first Thursday from 2:30 – 4:00. Motion made by Kimberlin Dennis, seconded by Julie Patterson In favor: all; Opposed: none; Abstained: none <p>f. Budget requests must be sent to Executive Co-Chairs via email no later than 1/21/2026</p> <ul style="list-style-type: none"> • Lj – Our new budget negotiation procedure is included in our policies and procedures manual. Look at what the budget has been so far and think through if there are any changes that you anticipate for FY2027. • Julie – QI has budget requests related to the Needs Assessment and that has already been discussed. Lj – Yes, and the current budget request includes it.
Reflection for next month	What are you proud of in your work as a co-chair for 2025? How would you like to grow as a co-chair in the year ahead?
Approval of Planning Council Agenda	<p>Exec Committee reviewed and approved the Full Planning Council agenda for January 21, 2026.</p> <p>Motion: To approve the Full Planning Council agenda for January 21, 2026, as written. Motion made by: Brian Kimball, Seconded by: Faith Ross In favor: All; Opposed: 0; Abstained: 0</p>
Announcements	Billy – New member orientation is online next Wednesday. Anyone who wants to attend for Planning Council 101 is welcome.
Adjournment	Meeting adjourned by Christy Nicholls at 5:18 pm.
<p>Reminder: Check your Email or the Website for Updates Next Meeting: February 4, 2026 4:00 PM – 5:30 PM Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white</p>	