

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, October 1, 2025 – 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	P		Anastassia Idov	
5. Faith Ross	P			
6. Clinton Droster	A		Community Attendees	
7. Julie Patterson	P		Michelle Jackson Rollins	
8. Billy Gayheart	P			
9. Deairius Houston	P			
10. Lorsonja Moore	P			
Total of 14 in attendance	P = Present A = Absent O (Other) = Phone			
Call to Order	Executive Co-Chair, Brian Kimball, called the meeting to order at 2: pm.			
Moment of Silence	In remembering all those past, present, and future in the fight against HIV/AIDS.			
Quorum Determination	9 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: Naimah O’Neal – The Centers; Lorsonja Moore – DSAS, Faith Ross – Pegasus Transportation, Deairius Houston – University Hospitals</i>			
Approval of Agenda	Exec Committee reviewed and approved the agenda for October 1, 2025. Motion made by Kimberlin Dennis, seconded by Naimah O’Neal Item to review confidentiality procedures has been removed from the agenda. Motion to accept the updated agenda. Motion made by Kimberlin Dennis, seconded by Naimah O’Neal In Favor: all ; Opposed: 0			
Approval of Minutes	Exec Committee reviewed and approved the minutes from September 4, 2025. Motion made by Kimberlin Dennis, seconded by Julie Patterson In Favor: all; Opposed: 0; Abstained: Naimah O’Neal, Lorsonja Moore Exec Committee reviewed and approved the minutes from September 17, 2025. Motion made by Naimah O’Neal, seconded by Faith Ross In Favor: all; Opposed: 0; Abstained:			
Committees	What are you celebrating or what support do you need for your committee work? <ul style="list-style-type: none"> • Lj: Naimah gave a presentation at CLC about Marketplace coverage. • Faith: PC will be attending Lorain support group for a listening session • Julie: Based on today’s S&F meeting, we had a lot of attendance but everyone was very quiet. It feels heavy. Facing funding cuts is a hard conversation to have. • Lj: During QI we had a deep dive and Alisha Cassady at CCBH found some data for us. The QI committee is also learning a lot about Needs Assessments. 			

	<ul style="list-style-type: none"> • Billy – new members have reached their final vote, so we are waiting on the County to get the new members approved. I’m having a meeting with Lorain County Public Health tomorrow regarding Fast Track cities.
<p>Executive Committee Business</p>	<p>A. Review Draft Budget Process</p> <ul style="list-style-type: none"> • Draft Budget Negotiation & Management Process: <ul style="list-style-type: none"> ○ According to the Part A Manual, the PC must negotiate the size of its support budget with the recipient and is responsible for developing and managing said budget within the recipient’s grants management structure. While there have not been formal negotiations in the past, for many years the Recipient has worked to fulfill all budget requests wherever possible. To better meet the legislative requirements, we have made steps to improve the PC budget negotiation process. ○ Draft Budget Process: <ul style="list-style-type: none"> ▪ During the work plan process in November and January, the committees identify any items that will require funding for the upcoming Fiscal Year. ▪ Budget requests are submitted in writing to the executive committee by January. ▪ The Exec committee reviews the budget requests for the upcoming Fiscal Year during the February Exec meeting. ▪ Add budget training to Full PC in February ▪ Draft budget presented to Full PC during February 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. ▪ The Final budget must be approved by the Full PC no later than August, so it can be included in the Budget that is submitted to HRSA in October ○ Discussion: We want to make this as simple as possible. <ul style="list-style-type: none"> ▪ What is it that we’re really going to be asking for? Do we need 4 or 5 months to negotiate? Naimah – what are we allowed to ask for? For example, we’re trying to get swag to give to people when we have tables at events. Zach – The Planning Council budget doesn’t change much from year to year. Maybe you could start by looking at the previous year’s budget rather than starting from scratch each year with each committee. ▪ Julie – I suggest we go with Lj’s original plan and anchor it to the workplan process. <p>Motion to approve the draft management and budget process as originally presented with the edit of removing “2026” from the first bullet. Motion made by Julie Patterson, seconded by Kimberlin Dennis In favor: all; Opposed: 0</p> <p>B. Discuss Term Limit Compliance</p> <ul style="list-style-type: none"> • Executive chairs <ul style="list-style-type: none"> ○ Executive chairs should only be appointed by the County CEO. Currently they are appointed by the County and the City. ○ Christy went before the County, but they did not issue a signed letter. Brian did not go before the County and does not have a signed letter. Kimberlin has an expired term. ○ Recommendation: amend the bylaws so that Christy and Brian and Ex Officio members and remain steady in the Executive Chair Role. Amend the bylaws to allow Kimberlin to stay in place until a later date so we can hold elections for a new consumer chair. We must determine a date that allows enough time for elections and ensures there will be candidates who are eligible to serve. • Term Limit and Attendance

	<ul style="list-style-type: none"> ○ We are currently at 29% unaffiliated consumers. ○ Clinton, Kimberlin, and Leshia have expired terms. We voted in 2023 or 2024 to allow them to serve longer so we could fill their leadership roles or fill their seats. However, we did not make formal amendments to the bylaws and more than a year has passed since this vote. ○ Biffy and Stephanice are non-compliant with attendance rules. Stephanice has been in communication and wishes to continue serving. Biffy is nonresponsive and needs to be removed. ○ Recommendations: Clinton & Leshia roll off now, and we remove Biffy for non-attendance. This will drop reflectiveness to 22% unaffiliated consumers. ○ When new members are confirmed, we will be back to 29% unaffiliated ○ Tina M. is eligible to return which would get us to 32%. ○ Once the leave of absence is in place, recommend Stephanice for a Leave of Absence. ○ Amend the bylaws the extend Kimberlin’s final term to a set date. ○ Review upcoming term limits and determine if anyone needs an extended term to ensure that we have strong continuity and leadership. ○ How would leave of absence affect quorum? Leave of absence would take you off of quorum. <p>Motion to enforce term limits for Clinton and Leshia to roll off Planning Council for a minimum of one year beginning November 1st. Motion made by Julie Patterson, seconded by Lorsonja Moore. In favor: all; Opposed: 0</p> <p>Motion to extend Kimberlin’s term until the latest batch of applicants are formerly appointed by County council. Motion made by Julie Patterson, seconded by Lorsonja Moore Motion amended: To maintain continuity, extend Kimberlin’s term until 1 year following the formal appointment of the latest batch of applicants. Motion made by Julie Patterson, seconded by Christy Nicholls In favor: all ; Opposed: 0 ; Abstained: Kimberlin Dennis</p>
Approval of Planning Council Agenda	Exec Committee reviewed and approved the Full Planning Council agenda for October 15, 2025. Motion: To approve the Full Planning Council agenda for October 15, 2025, as written. Motion made by: Kimberlin Dennis, Seconded by: Naimah O’Neal In favor: All; Opposed: 0; Abstained: 0
Announcements	Christy – Government shutdown will not affect SNAP or Medicaid benefits for October Kimberlin – October 11, Lunch & Learn for HIV positive women. Contact Kimberlin if you’re interested. Naimah – webinar on October 8 about aging with HIV. The Centers is doing free cervical cancer screenings. Lj – HRSA is doing community engagement listening session with PC members focused on engaging people with HIV who are out of care.
Adjournment	Meeting adjourned by Brian Kimball at 5:37 pm.
Reminder: Check your Email or the Website for Updates Next Meeting: November 5, 2025 Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white	