



**Cuyahoga Regional HIV Prevention and Care Planning Council**  
*Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties*  
**Lorsonja Moore – Chair**

**Quality Improvement Committee Minutes**  
**Wednesday, November 19, 2025**  
**2:30 – 3:30 PM**

QI Planning Council Members		Planning Council Members	Community Attendees	Presenter(s)
1. Lorsonja Moore, Chair	<b>P</b>	Julie Patterson	KC	
2. Barb Gripshover, M.D.	<b>A</b>		Talib Mahdi*	<b>Recipient Staff</b>
3. Karla Ruiz	<b>P</b>		Tony Elmore*	Alisha Cassady
4. Stephanice Washington	<b>A</b>		Cielle Brady*	Brittanie Evans
5. Kimberlin Dennis	<b>P</b>			Lisa-Jean Sylvia
6. Billy Gayheart	<b>P</b>			Anastassia Idov
7. LeAnder Lovett	<b>A</b>			Zach Levar
8. Xiomara Merced	<b>A</b>			Elly Falter
				Melissa Hansen
<b>Total of 16 in attendance</b>	<b>P = Present A = Absent O(Other) = Phone * Non-member Volunteer or Pending PC Member</b>			
<b>Call to Order</b>	<b>Chair, Lorsonja Moore, called the meeting to order at 2:35 pm.</b>			
<b>Moment of Silence</b>				
<b>Quorum Determination</b>	5 of 8 QI committee members present - quorum of 5 needed.			
<b>Welcome, Introductions &amp; Conflicts of Interest</b>	All members, attendees, and guests welcomed, and asked to state names, affiliations, and conflicts of interest in the chat. <hr/> <i>Conflicted: Talib Mahdi – NLURC; Cielle Brady – UH; Lorsonja Moore – DSAS;</i>			
<b>Approval of Agenda</b>	<b>QI Committee reviewed and approved the agenda for November 19, 2025.</b> Motion made by Julie Patterson, seconded by Karla Ruiz In favor: all; Opposed: 0			
<b>Approval of Minutes</b>	<b>QI Committee reviewed and approved the minutes from October 15, 2025.</b> <b>Minutes were amended to add a missing number to the quorum determination.</b> Motion made by Julie Patterson, seconded by Billy Gayheart In favor: all ; Opposed: 0; Abstained: Karla Ruiz			
<b>Committee Business</b>	<b>a. Needs Assessment: Review Sample Multi-Year Plan</b> Lorsonja – Reviewed what a needs assessment is, the purpose, and why we need to do a needs assessment. <ul style="list-style-type: none"> <li>• We are already doing some of the components: Epidemiological Profile; Assessment of service needs and Barriers: PLWH in Care; Estimate of unmet need; Resource Inventory – needs a comprehensive update.</li> </ul> <b>i. Should we follow a multi-year approach?</b>			



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	<ul style="list-style-type: none"> <li>• Billy – should we keep it in line with the ODH Integrated plan cycle? This is the first time we’re tasked with doing this on our own. I’m thinking of doing this on a 5-year schedule. We could spread the budget out.</li> <li>• Julie – I vote for a multi-year needs assessment but with a 3-year cycle to match our competitive application for our region.</li> <li>• Zach – These are recommendations from HRSA, but we have to decide what schedule works for us. It doesn’t have to be in line with the competitive application cycle.</li> <li>• Talib – is this an ongoing process every year? Zach – that is something that will need to be discussed with the QI committee to decide if certain things would be updated each year.</li> <li>• Lj – There is no expectation that the Planning Council or QI committee will do all of the work. The leadership will happen with the Recipient. The Planning Council has to understand the work and how to move forward.</li> <li>• Zach – Part of the discussion is determining how the work flows in and out of the Planning Council, like looking at some of the things that we do currently to see if the needs assessment would take the place of some other activities. We need the local Planning Council to have a leadership role so that your voice is heard in the development of the needs assessment.</li> <li>• Billy – What is HRSA asking us to do and what is the information we have to convey?</li> </ul> <p><b>ii. What, if any, questions do we want to explore further?</b></p> <p><b>iii. We have set aside \$15K in FY2026 Planning Council Budget for the needs assessment. How should this be used?</b></p> <ul style="list-style-type: none"> <li>• Lj – this committee needs to be able to make a recommendation to the Executive Committee, and then eventually do a little bit of training and informing at Full Planning Council so that when members vote on this, they have as much information as possible to make informed decisions.</li> </ul> <p><b>b. Committee Work Plan</b></p> <p><b>i. What worked well this year?</b></p> <ul style="list-style-type: none"> <li>• Billy – I think this committee is doing a great job and we’re on track.</li> <li>• Lorsonja – I appreciate your support and commitment. We’re talking about this multi-year assessment. We need people who are able to follow through, so I appreciate all of you.</li> <li>• Lj – We have had regular updates on the State Integrated plan this year. That’s a real success. Great job on your part, Lorsonja. We also had great progress on updating the standards of care.</li> <li>• Karla – I’ve learned so much. I like the TA.</li> </ul> <p><b>ii. What changes do we want to make in the year to come?</b></p>
<b>Parking Lot Items</b>	None.
<b>Next Steps</b>	



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<b>Announcements</b>	Lj – There is a service on Saturday for Clinton at Peace Lutheran Church 3740 Mayfield Rd at 11:00.
<b>Adjournment</b>	<b>Meeting adjourned by Lorsonja Moore at 3:29 PM</b>
<b>Reminder: Check your Email or the Website for Minutes and Agendas</b> <b>Visit the Ryan White HIV/AIDS Homepage at: <a href="http://www.ccbh.net/ryan-white">www.ccbh.net/ryan-white</a></b> <b>*No meeting in December*</b> <b>Next Meeting: January 21, 2026 2:30 to 3:30 pm</b>	