

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, February 4, 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		Anastassia Idov	
4. Naimah O’Neal	P			
5. Faith Ross	A			
6. Julie Patterson	A		Community Attendees	
7. Billy Gayheart	P			
8. Deairius Houston	P			
9. Lorsonja Moore	P			
10. Sahara Rivera	A			
Total of in attendance	P = Present A = Absent O (Other) = Phone			
Call to Order	Executive Co-Chair, Brian Kimball, called the meeting to order at 4:06 pm.			
Moment of Silence	In remembering all those past, present, and future in the fight against HIV/AIDS.			
Quorum Determination	6 of 10 Exec committee members present - quorum of 5 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; Deairius Houston – UH; Lorsonja Moore - DSAS</i>			
Approval of Agenda	Exec Committee reviewed and approved the agenda for February 4, 2026. Motion made by Christy Nicholls, seconded by Lorsonja Moore Motion to approve the agenda with the revision of removing the Review S&F Allocation Recommendation. Motion made by Christy Nicholls; seconded by Lorsonja Moore In Favor: all; Opposed: 0			
Approval of Minutes	Exec Committee reviewed and approved the minutes from January 7, 2026. Motion made by Kimberlin Dennis, seconded by Christy Nicholls In Favor: all; Opposed: 0; Abstained: Naimah O’Neal, Deairius Houston, Lorsonja Moore			
Committees	<p><i>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?</i></p> <p>Billy (MRM) – I have to commend everybody who showed up yesterday to the County Council appointment procedure. I’m extremely proud. We are building the roster and getting away from that dangerous line on the reflectiveness percentage. Brian – we owe it to you, Billy. You’ve done a lot of hard work. Lj – everyone is jumping right in and it’s really exciting to see people engaging. Billy – I need to find a chair to take over so I can retire.</p>			

	<p>Kimberlin – we can grow by engaging the new people that are coming on board.</p> <p>Brian – I want to acknowledge all the hard work that was done on our Corrective Action Plan and updating our bylaws. I want to commend you, Lj, for leading us in that.</p> <p>Christy – I am so proud of the way everybody came together. In a short period of time, we accomplished a lot. I think that speaks to what we are capable of doing. When we come together, we can do some pretty awesome things.</p> <p>Lorsonja (QI) – It felt good being at County Council yesterday. With QI, the challenges we had with the deep dive and trying to get statistics. The persistence that Alisha went through made me think about how I could step it up and take a lesson from her. Especially with us looking at this needs assessment, we’re going to need to be working together and need consistency.</p> <p>Lj – I want to lift up Lorsonja. You took on a committee that had a long-term chair and you’ve done a really good job at figuring out how to do the work plan as a committee, rather than one person doing a lot of work.</p> <p>Naimah (CLC) – I like the fact that we’re able to educate consumers. I would like to get some more people involved for the education part. Lj – you had really great presentations and some of the topics were things that people had been asking for for a while. You’re also starting to really be a bridge between CLC and the rest of planning council.</p> <p>Deairius (Prevention) – I have successfully almost completed my term and I got a co-chair. Having a voice and having my voice accepted, and speaking up for young people when I first came. Just to lead the Prevention committee and give ideas. Just to have the support of everyone has been really great. Lj – I think you’ve done really well at making it more of a dialogue and getting providers to connect with each other.</p> <p>Lj – I want to lift up Julie in that she has kept Strategy and Finance going, which is a big lift.</p>
<p>Executive Committee Business</p>	<p>a. Planning Council Budget for FY2027</p> <ul style="list-style-type: none"> • We asked the co-chairs to submit a budget request. The executive co-chairs used those requests to create this draft proposal. • We are creating a budget request, which is meant to be a starting point for discussion. The Recipient does their best to meet the needs of Planning Council. It may not be possible to fund everything in the request. Even after we create an agreed draft budget with the Recipient. HRSA will review the budget and changes may be needed.

	FY2026 Approved	FY 2027 Proposed Request
Staffing	\$107,300	\$107,300
Data	\$2,400 (5 data plans)	\$6,000 5 new chromebooks + 5 data plans
Needs Assessment	\$15,000	\$15,000
Misc.	\$2,500	\$4,000 (proposed 4 total in-person trainings)
Subtotal	\$127,200	\$132,300

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- Our chromebooks were purchased in 2020. We continue to have 5 data plans, but we added new chromebooks.
- Miscellaneous includes things like table fees, swag, printing, gas cards, food for in-person meetings. In 2026, we are scheduled to have 2 in-person trainings and 4 in-person trainings in 2027.
- Christy – there has to be the training component in order to use the money.
- Brian – I think this request is in line with what the needs are.

Motion to approve the FY2027 budget request.

Motion made by Kimberlin Dennis, seconded by Naimah O’Neal

In favor: all; Opposed: none; Abstained: none

b. Discuss 2026 Term Limits

- In October of 2026, the following individuals will be at the end of their current term: Billy, Deairius, LeAnder, Faith, Julie, Anthony (eligible for a 2nd term).
- 4 of these individuals are co-chairs. It is essential that we identify new co-chairs so there is continuity in leadership.
- With these changes, % unaligned consumers will be impacted
- Remember it is possible to request that a co-chair stay on for one additional year. However, we still need co-chairs and we don’t want to pressure people to stay. Q: Would that require an updated County Council approval? A: We aren’t sure, but it would require an updated letter.
- Next Steps: focus on identifying co-chairs for S&F, MRM, CLC, and we need a new Consumer Executive Co-chair
- To serve as a committee chair, you must be a fully appointed member of PC. Ideally, you will have been a member of that committee for 6 months.
- The goal is for the committee to have 2 co-chairs, including one person who is living with HIV.
- As a co-chair, you will: serve a 3-year term; work with Lj to plan the meetings and manage the work plan; facilitate the committee meetings; participate in Executive Committee
- Consumer Executive Co-Chair – you must be a person living with HIV who is willing to publicly disclose your HIV status; be a fully appointed member of the Planning Council with a positive attendance record; have at least 3 years remaining on your term

<p>Approval of Planning Council Agenda</p>	<p>Exec Committee reviewed and approved the Full Planning Council agenda for February 18, 2026. Motion: To approve the Full Planning Council agenda for February 18, 2026, as written. Motion made by: Kimberlin Dennis, Seconded by: Lorsonja Moore Motion to approve the Full Planning Council agenda for February 18, 2026 with edits. Motion made by Kimberlin Dennis, seconded by Christy Nicholls In favor: All; Opposed: 0; Abstained: 0</p>
<p>Announcements</p>	<p>Billy – Lorain County lost their only youth shelter due to funding loss. HHS is investing money into housing, so maybe we could look into that.</p>
<p>Adjournment</p>	<p>Meeting adjourned by Brian Kimball at 5:29 pm.</p>
<p style="text-align: center;">Reminder: Check your Email or the Website for Updates Next Meeting: March 5, 2026 4:00 PM – 5:30 PM Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white</p>	