

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Kimberlin Dennis, Kristina Knight Co-Chairs



Executive Committee Minutes

Wednesday, April 20, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ♦ Cleveland, OH 44102

Start: 4:15 End: Co-chair: Kristina Knight

Moment of Silence

Welcome and Introductions

Approval of Agenda, April 20, 2016

Motion: Jason McMinn Seconded: Chris Ritter Favor: 6 Oppose: 0 Abstain: 0

Approval of the Minutes, March 15, 2016

Motion: Chris Ritter Seconded: Darryl Fore Favor: 5 Oppose: 0 Abstain: 1

Approval of Planning Council Agenda, April 20, 2016

Motion: Chris Ritter Seconded: Jason McMinn Favor: 6 Oppose: 0 Abstain: 0

Grantee Report

a. FY2015 Utilization Update – (see handout)

Melissa Rodrigo

Expenditures should be at 100%, one invoice remaining. Note the split is 77.43 Core and 22.57 Support. Total expenditures is at 90.60%

There are no outstanding requests for funding by providers, all requests for sub-recipients with current programs received the funding requested for the FY15 grant year.

Carryover is \$141,840.00

Sharron Harris and grantee will collaborate on what should drive the PSRA.

b. Administrative Update

- Grantee is beginning close out process for FY2015 grant year;
- RSR was submitted 21 days early,
- Ad Hoc Integrated Plan committee continues to review documents and discuss regional trainings. May 25' 2016 meeting is set, the afternoon is for community partners/providers and 4-7:00 pm for consumers – Save the Date to be sent out, waiting on the ODH for the format;
- Needs Assessment Presentation will be posted to the website.
- Clinical Quality Management work continues, including the CQM plan and the committee. The National Quality Center is supporting the grantee in the development of the program. A formal TA request was submitted through HRSA and granted by NQC.
- FY16 partial grant award has been received, 80% of Formula and 80% MAI. Final award might not be until June. Looks like it will be level funding, current award \$ 2,524,989.00. All but 1 (one) contract will be approved at the April CCBH board meeting.
- Grantee has no outstanding data requests, or meeting/training requests from any committees.

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- Grantee requests from Planning Council, reallocation of unrequested LPAP funds in the amount of, \$6,524.59 and also the funds from Care Alliance (no longer a provider), for total of \$47,348.79 to go to MCM.

Motion: Moved by Chris Ritter, to reallocate \$47,348.79 to MCM; Seconded by Jason

Vote: In Favor 6; Oppose 0; Abstentions 1

Motion passed

Planning Council Business

a. Review and Vote on Approval of PCAT for Mar. 1, 2016 – Feb. 28, 2017

Vote on PCAT – Melissa Rodrigo asked a question regarding the Service Definitions review – need to add Service Categories Definition review to S&F Work plan & to the PCAT for the months January – June annually to be completed before PSRA.

Motion: Moved by Jason McMinn, “to revise the PCAT and add Service Category Definition Review, January – June annually” to the PCAT under committee work for S&F committee.

Motion Seconded: Chris Ritter

Vote: In Favor: 7 Oppose: 0 Abstain: 0

Motion passed

b. Monthly Progress update from HRSA Project Officer Monitoring call

Sharron Harris provided a status report on the Committees work progress; 1 sections of the bylaw remain to complete. According to the Bylaws, the finished version must be circulated 7 days prior to the vote in May, the vote must take place in May, no discussion will take place only a vote. Update of each committee was discussed, PSRA moved to June 29th and July 13th. She also reported that HRSA express concern that a PC allowed providers to make presentations at their PSRA event. Sharron assured HRSA that this does not occur in Cleveland. It was noted to HRSA that No presentation from providers is acceptable for PSRA.

c. Progress Report on Planning Council compliance to the HRSA Corrective Action Plan – see above

i. **Bylaws update** - There is 1 sections of the bylaw let to complete prior to the May vote. It must be circulated 7 days prior to the vote in May, the vote must take place in May.

ii. **Training Status Report** - A Data 101 training is schedule for the May meeting. Melissa Rodrigo complete the Service Category definition training covering the service categories that are **NOT** funded in the Cleveland TGA. Kate Burnett-Bruckman to present the Quality Review Summary Report at the May PC meeting.

iii. **PSRA Update** - PSRA moved to June 29th and July 13th. No presentation from providers is acceptable for PSRA.

Committee Reports

a. **Community Liaison Committee – Kimberlin Dennis** - Community Forum is scheduled for May 5, 2016; the CLC reviewed and approved the outline for the forum; Chris Ritter will be backup for Kimberlin Dennis, James Stevenson is back up for Naimah O’Neal if needed.

b. **Strategy & Finance - Darryl Fore** – Molly presented finding from the Needs assessment for provide information to consider the Core Waiver.

c. **Membership, Retention & Marketing – Chris Ritter**

Mentor Program was voted on and completed. Attendance policy was reviewed, official analysis will be done Jan and June. Corrective Action Plan was reviewed – 3 items show improvement, Open nominations process is in gear, 8 applications in. Melissa Rodrigo stated that 1 person can

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hold 2 spots ex: Part C and D can be held by same person. Sharron said according to the regulation only one PC member can be counted per Mandated category. Melissa Rodrigo will look back at her notes from the project officer. It was recommended that trainings be a counted towards attendance; Chris proposed that a point value be allocated to training. Members will get dinged if trainings are not completed. It was also suggested to pursue other options. Discussion went well.

d. Quality – Jason McMinn

Continue to look at treatment cascades, Kate Burnett-Bruckman to present results of site visit monitoring at the May QI meeting, all are encouraged to attend the May QI meeting. June summary of last 3 needs assessments, maybe a report from grantee. The Standards of Care have been removed from QI PCAT, the Needs Assessment and Continuum of Care will fill that space, the new QI meeting schedule is in the air – it will be reviewed and discussed at a later date.

e. Other Business - Motion: By Chris Ritter to move forward as recommended to add language to the Bylaws to give the Grantee authority to make funding reallocation decisions in December and January annually; Seconded by Jason McMinn

Vote: In Favor: 7 Oppose: 0 Abstention: 0

Motion passed

New co-chair announcements - Kristina Knight announced the new co-chairs; Brenda Glass for MRM and Max Rodas for S&F. Congratulations! The new co-chair for QI will be announced soon.

Announcements:

Kimberlin Dennis asked for attendance and communication between co-chairs to improve, and to be mindful of your position. All committee members are asked to be considerate of meeting times and dates, the order of business needs to be taken care of and cannot be completed without all members present. Chris Ritter asked all co-chairs to take attendance of their committees.

Adjournment:

Motion: Chris Ritter Seconded: Jason McMinn Favor: All

Executive Committee

2016/17 Quorum = 5

	Executive Committee Members	Term	Mar	Apr
1	Kimberlin Dennis	8/13 - 8/16	Y	Y
2	Kristina Knight	7/15 - 7/18	N	Y
3	Darryl Fore	7/15 - 7/18	N	Y
4	Jason McMinn	7/15 - 7/18	Y	Y
5	Naimah O'Neal	3/14 - 3/17	N	N
6	James Stevenson	8/13 - 8/16	N	Y
7	Chris Ritter	7/15 - 7/18	N	Y
8	Max Rodas	3/14 - 3/17	Y	Y



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	as of 3/16/16		3	7
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Staff: Sharron Harris, Pam Ditlevson, Claire Boettler, Melissa Rodrigo

Guest: Kim Rodas, Tracy Johnson