

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Kristina Knight Co-Chairs



Executive Committee

Tuesday, March 15, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 4:00 End: 5:22 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda, March 15, 2016 *(No Quorum, 3 members present)*

Motion: Seconded: Favor: Oppose: Abstain:

Approval of the Minutes, February 17, 2016 *(No Quorum, 3 members present)*

Motion: Seconded: Favor: Oppose: Abstain:

Approval of Planning Council Agenda, March 15, 2016 *(No Quorum, 3 members present)*

Motion: Seconded: Favor: Oppose: Abstain:

Grantee Report – Claire Boettler

a. FY2015 Utilization Update

1. Through January, expenditures should be at 92%, with a variance of 2.5, or 89.5 to 94.5.
2. The split is 76.34% Core and 23.66% Support.
3. All contracts were approved at the February board meeting for the January reallocations.
4. There were no outstanding requests for funding by the sub-recipients for the FY15 grant year.

b. Administrative Update

1. The closeout process for FY15 has begun.
2. The RSR (Ryan White Services Report) has been submitted to HRSA, 21 days early.
3. The grantee sent out a follow-up summary on Feb. 29th and March 14th to the Integrated plan volunteers. There is a meeting Friday March 18, 2016 with the State Steering Committee. The grantee plans to schedule a conference call next week to discuss local plans with the ad hoc committee members.
4. There have been 15,687 overall uploaded attachments from providers to CAREWare, with 4278 in the last 4 months.
5. There will be a needs assessment update during the April Strategy and Finance meeting. The focus will be on the gaps in Core Services in light of Medicaid expansion. The discussion will continue as to whether or not to apply for the Core Medical waiver.
6. The Medicaid data was received; grantee is in process of reviewing the data. Clarification is needed for some of the data elements.
7. The Vocational Rehabilitation Training was conducted on Friday, February 25, 2016 at the Free Clinic of Greater Cleveland. There were 24 in attendance, to which 22 were FTE's.
8. The grantee is working the National Quality Center for technical assistance to further development of the quality management program.

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Kristina Knight Co-Chairs



9. FY16 grant award has been received; it is 80% of the formula and 80% of the MAI award. Last Year it was 80% of three pots, not just two.
10. The grantee is conducting the 5th annual provider training on April 15, 2016 in the morning.
11. Grantee has no outstanding data requests and/or meeting / training request.
12. There were no questions asked by Planning Council members

**Today, the Cuyahoga County Board of Health has addressed the vacant seat for PC co-chair by sending a letter to Cleveland Mayor, Mr. Jackson.

Planning Council Business

- a. Report from HRSA Project Officer's March 2016 Monitoring Call
 1. Call did not take place this month (2nd thurs. of month) trying to reschedule for next week
 - b. Progress Update on PC Corrective Action Plan
 1. Sharron Harris reviewed the progress and discussed what needs to be worked on. (see handout)
 2. Kristina Knight, Jason McMinn, Chris Ritter and Sharron have met to review what is outstanding.
 - i. Bylaws Update
 1. Sharron Harris – MRM approved the phoenix model for the “Code Of Conduct” policy this will be incorporated into the Bylaws.
 2. The Executive committee members in attendance for the meeting agree to vote on passage of the current draft Bylaws at the May 2016 Planning Council meeting. A conference call was scheduled for April 5, 2016 at 11:00 a.m. for further review and approval of the Bylaws document to make additional progress toward completing the process in preparation for the May 2-16 vote. Sharron Harris will email an agenda, to be reviewed prior to call.
If a disagreement takes place related to any sections of the draft Bylaws, opposing members must present an alternate suggestion in an effort to find consensus.
 - ii. Training on PC Products (Needs Assessments, Comp. Plan, Service Directives, Understanding Data)
 - iii. A conference call with Jason McMinn, Chris Ritter, Kristina Knight, and Sharron Harris took place on Feb. 3rd and it was agreed to identify data training first. Additional meetings will be will be scheduled to further planning on the PC training products. Chris Ritter found a video that gives a better understanding about Quantitative and Qualitative data in lay terms, the plan is to use this video for the initial training and follow-up with instructor-led training at the May PC meeting. Chris Kippis from the Cuyahoga County Board of Health will give a presentation regarding this in lay man terms. The training will help with understanding data in conjunction with the PSRA meeting.
 - iv. PSRA Reorganization Update – No update was provided, Sharron expressed concern that only Melissa Federman has focused on this issues and suggested that more members of the PC must get involved with S&F members to ensure the reorganization effort occurs.
- c. Review and Approve PCAT for Mar. 1, 2016 – Feb. 28, 2017

Cannot vote on, No quorum

*Jason McMinn suggests that maybe the executive meeting should be moved to a different day than PC, this creates stress to vote in such a short amount of time, right before the PC meeting.

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Kristina Knight Co-Chairs



- The question was raised regarding “Consent Agenda”. Thomas O’Donnell explained what a consent agenda can do. It can be used for standard reports, takes care of mundane work. You do not need to make a motion for adding or removal of items. Tom will send an example of this type of agenda.

Committee Reports

A. Community Liaison Committee – Sharron Harris

Community forum date, partnering with Metro health, May 5th 5:30 – 7:30pm. Will help with PSRA, get feedback from the consumers for what top 5 services are needed the most. Committee will put together the agenda for the forum. Another forum will be scheduled for the fall.

b. Strategy & Finance – Sharron Harris

i. Motion – Update Bylaws to grant reallocation authority to Grantee in Dec. & Jan. annually will proceed and put in bylaws. Melissa Federman has developed a timeline for PSRA, will prepare a request form for data from the grantee. Dates set for July 13th and 27th.

Molly Kirsch will present for the needs assessment, data needs to be looked at prior to presentation.

*Max Rodas requests that he be named co-chair for S&F, he will step down from MRM. Kimberlin Dennis will discuss the co-chair positions with Kristina Knight. (Skill sets need to be looked at for all co-chairs.) Appointments will be announced next month.

c. Membership, Retention & Marketing – Max Rodas

Finalizing attendance policy, proposed to use a point system, this gives the opportunity to make up missed meetings. Attendance will factor into consideration for reappointment of members as well. Continue targeted outreach, (Sharron Harris will email open nomination policy to Pam) Mentoring program was reviewed which was created by Brenda Glass, this has not been finalized, it was recommended during review of the Mentor Program to strengthen language to ensure respectful conduct by the Mentor, to ensure the Mentor does not take advantage of the Mentee.

d. Quality – Jason McMinn

The State wide Integrated plan, March 9th, was attended by some members, more info to come. Request will be sent to the grantee to increase the number of meetings to coincide with PC meeting dates for 1 hr instead of 1.5. PCAT has been approved. Encourage S&F to come to meeting in May for results from site visits –Kate Burnett-Bruckman will present. (present to PC in June) Grantee will release what Service Categories are for review.

Parking Lot

PSRA Reorganization Update

Other Business

Announcements

Adjournment

Motion: Max Rodas Seconded: Jason McMinn

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Kristina Knight Co-Chairs



Executive Committee

2016/17 Quorum = 5

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

Staff: Sharron Harris, Pam Ditlevson, Claire Boettler, Julie Patterson

Guest: Tracy Johnson, Robert Watkins, Kim Rodas