

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Kristina Knight Co-Chairs



Executive Committee

Wednesday, January 20, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue Cleveland, OH 44102

Start: 4:10 End: 6:00 Co-chair: Kristina Knight

Moment of Silence

Ricky Lanza was remembered.

Welcome and Introductions

Approval of Agenda, January 20, 2016

A request was made by Sharron Harris, PC Support Contractor to add the following items to the Agenda:

C. 2016-2017 Planning Council Meeting Schedule

D. Bylaws Draft Update

Motion: Jason McMinn to approve the agenda with the additions proposed;

Seconded: Naimah O'Neal

Vote: In Favor: All Oppose: 0 Abstain: 0

Approval of the Minutes, November 18, 2015

Motion: by Naimah O'Neal, Seconded: Jason McMinn

Vote: In Favor: All Oppose: 0 Abstain: 0

Approval of Planning Council Agenda, January 20, 2016

A request was made by the PC Support Contractor to add the following items to the Agenda:

– 2016-2017 Planning Council Meeting Schedule

– Bylaws Draft Update

Motion: by Naimah O'Neal to approve the PC Agenda with additions as recommended,

Seconded: Jason McMinn

Vote: In Favor All, Oppose 0; Abstain 0

Grantee Report

a. FY2015 Utilization Update

Melissa Rodrigo reviewed the expenditure handout.

Reallocation Request – See handout

Melissa Rodrigo reported that additional funding for Oral Health services were requested but the Grantee was unable to honor request without Planning Council prior approval. The committee agreed to modify the Bylaws to incorporate language to authorize the grantee to reallocate funding during the last quarter to the grant year and report to the planning council at the next meeting immediately following the reallocation.

A request for a vote for reallocation has been made.

A motion to approve the reallocation was made by Melissa Federman

Seconded: Kimberlin Dennis

Vote: In Favor: 7 Oppose: 0 Abstain: 1

Motion Passed

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b. Administrative Update

- c. Melissa Rodrigo reported that there were no outstanding data requests. Monitoring is being completed this week, and there is a new provider on the eastside, Signature Health. They will provide the same services that the previous provider had. There are two offices as requested, one in Ashtabula and one in Willoughby in Lake County. They are hiring MCM and EIS staff.

The next joint meeting with Preventive Care (to work on developing the Integrated Comprehensive Plan is March 10th, *(Melissa Federman made a date correction, the meeting will be March 9th)*. Melissa Rodrigo encourages all PC members to participate in the March 9th meeting. Planning Council Volunteers for the “Joint Meeting with Preventive Care” are: 1. Jason McMinn, 2. Tammie Jones, 3. Melissa Federman.

Planning Council Business

Review Current PCAT for Progress/Compliance

a. Progress Update of PC Corrective Action Plan (CAP)

1. Sharron Harris reviewed the CAP on the screen, primary need is to finalize review of the Bylaws and establish the Training Task Force to plan out a Training Schedule for Planning Council Products (Needs Assessment, Comprehensive Strategic Plan, Service Directives & Understanding Data), as recommended by HRSA in the CAP. The committee needs to come up with the plan by February, Sharron Harris will type it up, but the Executive members need to develop it. Jason McMinn, Chris Ritter & Kristina Knight agreed to serve on a workgroup to develop the plan and will plan a conference call.
2. Reflectiveness & Representation,
 - a. Chris will report on “New Member Recruitment” in the MRM Committee Report
 - b. Open Nomination – the timeline is complete, MRM agreed the Open Nomination timeline would be January – May Annually
 - c. Term Limits – is complete, the Full PC agreed to a 3-year term with option for 1-additional 3-year term
 - d. Member Attendance – the Attendance policy is still under review, Chris is leading the workgroup to complete the review and finalize the policy.
 - e. Establishing a Committee of record – this is complete, all members have selected a committee of record.
3. Committee structure – the QI committee has agreed to take on responsibility for development of needs assessments and comprehensive strategic planning. A work group will support Melissa Rodrigo, as the Part A Cleveland Lead, *(original members of the Comprehensive Plan workgroup include, Dr. Gripshover, Melissa Federman, Max Rodas, Michael Foreman, Gil Kudrin, Chris Ritter and Michael Foreman)*.
 - a. A Work group is formed for PSRA and progress is underway to reorganize the process.
 - b. Move to review service category expenditure report to quarterly rather than monthly – the committee did not agree and continues to review service category spending monthly

The area where progress is the weakest toward compliance to the CAP has been in the first section, trainings on Planning Council Products.

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****Grantee Corrective Action request by Gil – Sharron Harris will email to him.**

Melissa Federman requested that Sharron Harris be the link between committee's as far as what is being done and she agreed.

Chris Ritter made a request to move the Training to the beginning of the agenda, move it in front of the committee reports and increase the time. Naimah O'Neal suggests that the training should be first on the agenda. Gil Kudrin states that if the committee would stick to the business on the agenda there would be enough time for training. Kristina Knight wants taskforce to discuss and propose to committee. Naimah O'Neal states that this should not take so long to figure out.

Darryl Fore made a motion to move the training up prior to committee reports, Chris Ritter seconded, stating to allow 20 mins for training up to PC business.

Favor: 10 Oppose: 0 Abstain: 0

Motion passed

- b. Review PCAT for Mar. 1, 2016 – Feb. 28, 2017 - **move to next meeting**
 - c. Add meeting schedule (*Agenda add on*) - Sharron Harris states that the 2016-17 calendar needs to be discussed and voted on today. She suggests that the committee avoid the week of July 18th through 21st due to Republican National Convention (RNC) in Cleveland during that week. Suggested for July 13th and July 27th set for PSRA and for the S&F meeting for March from the 9th to the 2nd.
 - *Motion:** Melissa Federman to move S&F and all the 2nd Wednesday meetings (CLC & MRM also) to March 2nd the motion was seconded by: Chris Ritter
 - Vote:** In Favor: 10 Oppose: 0 Abstain: 0; Motion passes
 - *Motion:** Darryl Fore makes the motion that the PSRA meeting from July 20th be moved to July 27th it was noted to do so depending on the availability of space.
 - Vote:** Favor: 10 Oppose: 0 Abstain: 0; Motion passes
 - *Motion:** made by Naimah O'Neal, Seconded Chris Ritter, to accept the 2016-17 calendar.
 - Vote:** In Favor: 10 Oppose: 0 Abstain: 0; Motion passes
 - d. Bylaws draft (*Agenda add on*) - Sharron Harris wants the Executive committee to take over this task, Kristina Knight wants some time to get a Bylaws committee together. Sharron stresses to them this needs to be reviewed outside of the committee meetings, Sharron wants this committee, the Executive, to complete the bylaws, executive committee **is** the work group. Jason McMinn and Kristina Knight suggest waiting until next month meeting (February) to discuss this. Sharron will email the last communications to the members. Sharron suggests a conference call for first week of February. Kristina Knight and Kimberlin Dennis need to lead the group as the chairs of the executive committee. Kristina stated that she is not able to commit until the end of February. Most sections of the bylaws need to be reviewed. Darryl Fore made a suggestion that they have a conference call before the TA comes so that it looks like they are getting things done. Motion by Darryl Fore for February 3rd conference call to discuss the bylaws at 10:00 am, Seconded: Naimah O'Neal
- Vote:** Favor: 9 Oppose: 0 Abstain: 0; Motion passes

Sharron Harris will send the highlights to all members and the first call will pertain to those in the corrective action plan.

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Committee Reports move to PC meeting, motion: Chris Ritter Seconded: Naimah O’Neal

Favor: 9 Oppose: 0 abstain: 0

Motion passed

- a. Community Liaison Committee
- b. Strategy & Finance
- c. Membership, Retention & Marketing
- d. Quality

Other Business

Gil Kudrin raised an issue regarding the Grantee having legal counsel at the table. Kristina stated that this needed to be put on the agenda and discussed at that time. Gil stated that he wants this discussion now, he stated that the public is intimidated having legal counsel present. The tone in the room became hostile and argumentative. Gil also wants to know why the letter (Executive committee drafted during an “Executive” session in 2015) was not sent to the Cuyahoga County Board of Health. He stated that he was going to contact Washington to inquire if they can have their own legal present and if Washington would pay for it. Naimah O’Neal and Darryl Fore state that they (the counsel members) need to quit putting things off and deal with the issues at hand. The question is raised as to “why does the Board of Health get legal representation and PC doesn’t?” who is paying for this? Sharron Harris wants to know why this is a problem, this is an open meeting and that legal has helped them. Gil still wants to know why he is there. Gil states that the community was not happy when the Ryan White program left the County and came to the Cuyahoga County Board of Health and that consumers do not want to come to meetings because there is legal counsel in the room. Jason McMinn says people are uncomfortable with legal here. Tom O’Donnell, legal counsel for the Cuyahoga County Board of Health states that 1. He is sorry if people feel intimidated by his presence, he is not intimidating by just sitting at a table, 2. The meetings are open to the public. Claire Boettler states this is an open meeting, she also states the way that her staff has been treated has warranted this, PC has not always treated them in a welcoming manner, and due to an incident last year that involved her staff at the subcommittee meetings, she will not allow her staff to be harassed by any one. Gil feels that this is illegal in spirit if not by law.

Gil goes on to ask why the letter was never sent to the Health Dept., Kimberlin Dennis stated that Myron Bennett drafted the letter but never sent it. Some of the Executive committee members want the letter back from Myron and to have the other 2 chairs sign it and mail it to the Board of Health. This conversation has lasted for approximately a half an hour and Kristina Knight has put a time limit **to end** the discussion. The conversation has ended with the request to get the letter from Myron, that the other 2 chairs sign it and that it be mailed to the Cuyahoga County Board of Health.

Chris Ritter wants the letter to be sent so the Board of Health can respond to it. Kristina Knight states that PC was in violation of going into Executive Session and it now challenges her trust. Kristina will consider signing the letter with no guarantee. Sharron Harris asked Gil why he is uncomfortable with legal in the room? He stated that legal is deterring consumers from attending meetings, and the community is uncomfortable.

Announcements - Suspended

Adjournment – 6:00 pm

Motion: Gil Kudrin Second: James Stevenson Favor: 8

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	2015-16 Sign in Sheet Executive Committee Members	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan '16	Feb '16	# of Abs.
1	Kimberlin Dennis Co- Chair 08/2013-08/2016					P								1
2	Kristina Knight Co-chair 07/2015 - 07/2018					S								1
3	Michael Foreman S&F Co-Chair 10/2011-10/2014					R								3
4	Darryl Fore S & F Co-chair 07/2015 - 07/2018					A								0
5	Gilbert Kudrin QI Co-Chair 03/2014-03/2017													1
6	Jason McMinn QI Co-chair 07/2015 - 07/2018													0
7	Naimah O'Neal CLC Co-Chair 03/2014-03/2017													0
8	James Stevenson CLC Co-Chair 08/2013-08/2016													3
9	Max Rodas MRM Co-Chair 03/2014-03/2017													1
10	Chris Ritter MRM Co-Chair 07/2015 - 07/2018													0

Staff: Sharron Harris, Pam Ditlevson, Claire Boettler, Melissa Rodrigo

Guest: Melissa Federman

Next Meeting: February 17, 2016 – 4:00-5:30pm, St. Augustine/Ursuline Piazza Campus
Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white