



Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Myron Bennett, Kristina Knight, Co-Chairs

Executive Committee Minutes

Wednesday, August 19, 2015

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue • Cleveland, OH 44102

Start: 4:10 pm

End: 5:40 pm

Co-chair: Myron Bennett

Moment of Silence

Welcome and Introductions

Approval of Agenda for August 19, 2015, a request was made to add Bylaws Update and Training/Orientation to the Agenda in the section of the Agenda, titled Other Business.

Motion was made by: Naimah O'Neal to approve the August 19, 2015 Agenda with the addition of a Bylaws Update and Training/Orientation added to Other Business.

Motion was seconded by: Chris Ritter

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

Approval of the Minutes from the June 17, 2015 Meeting

Motion: Chris Ritter Seconded: Naimah O'Neal

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

Approval of Planning Council Agenda for the August 19, 2015, a request was made to add Bylaws Update and Training/Orientation to the PC Agenda.

Motion was made by: Chris Ritter to approve the Agenda with the additions of the Bylaws Update and Training/Orientation.

Motion was seconded by: James Stevenson

Vote: Favor: 7 Oppose: 0 Abstain: 0

Grantee Report

a. FY2015 Utilization Update

1. Melissa Rodrigo reviews the expenditure report (handout was given)
2. Jason McMinn asked if S&F have asked any questions regarding the number, Melissa responded that they have not inquired about the numbers.
3. Chris Ritter asked about the Core Services waiver update, Melissa addresses the waiver issue, Grantee has been doing their due diligence regarding this matter and will send an update report in September and Molly will present an update at the October Strategy & Finance Committee.

b. Administrative Update

1. Claire Boettler reported that the new members are confirmed as of July 28, 2015. Their term will expire July 2018. All attendance for new members starts to count as of this date.
2. All new and re-appointed members receive their letters from CCBH.
3. A discussion took place regarding the membership process and the County process. Chris will take a look at the time of year that members come in or fall off of membership.
4. Melissa Rodrigo talks about celebration of 25 years of the CARE Act, she will email the HRSA letter to Sharron Harris and Pam Ditlevson to distribute to members.
5. Melissa Rodrigo states that Lake County General Hospital will no longer be a service provider in the Part A Network, to clients in that area due to financial distress. Melissa will be working to develop a transition plan for the 71 clients utilizing services at their facility. Concerns should be directed to the Health commissioner.
6. Grantee is has completed the Fiscal Year 2014 Report, and is working on 2015
7. Grantee is continuing due diligence on the process for the Core Service Waiver, a report will be sent for the September meeting and a presentation provided at the October meeting.
8. The HRSA site visit report has been released, and there is nothing unexpected in the report. Planning Council will be given an update on the report at the September meeting.
9. Kate will be making a presentation on best practices at the U.S. Conference on AIDS.
10. Melissa reminded members that the Comprehensive Plan, due next year, will be more complicated and must include Prevention. She is trying to coordinate with the Prevention. Because developing the Comprehensive Plan will be more difficult, Melissa asks that an Ad hoc Work group be formed to help the grantee with the plan, volunteers were asked to sign up next month (September).
11. Melissa stated that a small budget is available to conduct a needs assessment this year, she ask that the Needs Assessment item be added to Strategy & Finance Agenda for their September meeting.



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Planning Council Business

a. Review 2016 PSRA Decisions (handouts given to members)

1. **GY 26 Priorities** – Motion to accept Priorities Setting
Motion made by Chris Ritter to approve the GY26 Priority as determined at the July 15, PSRA event.
Motion seconded by: Naimah O’Neal
Vote: In Favor: 9 Oppose: 0 Abstain:0
2. **GY 26 Resource Allocations** – S&F needs to look at other TGA’s regarding how many service categories they have.
Grantee can supply support.
Motion made by Chris Ritter to accept the GY25 Resource allocation decisions as determined at the PSRA Event.
Motion seconded by: Naimah O’Neal
Vote: In Favor: 9 Oppose: 0 Abstain: 0
3. **Directives** – Each directive was reviewed and wording modified as follows:
#1 Remove the names of the counties, (Lorain, Lake and Ashtabula) and replace with “*Work to ensure primary HIV services are available in the Western and Eastern Regions*”
#2 Remove the word “Increase” at the start of the directive and replace with “*Work to instead access*”
#3 Remove the word “Require” and replace with “*Encourage*”
Motion was made by: Michael Foreman, to approve the directives with the agreed upon changes.
Motion was second: Chris Ritter
Vote: In Favor: 8; Oppose: 1; Abstain: 1

Review PSRA Feedback Results

In the interest of time, Sharron gave a brief overview of the PSRA feedback and stated the feedback will be used by the S&F Committee to reorganize the PSRA Process. She will email to members the PSRA feedback presentation.

c. Review PCAT for Compliance – Move to Parking Lot

d. HRSA Site Visit Feedback & Next Steps

Site visit report was just recently received and will be discussed at next month’s meeting

Committee Reports

- c. Community Liaison Committee – Discussed lessons learned from the Consumer Event, agreed to get Case Managers involved. Committee agreed to create and maintain an Outreach Calendar.
- d. Strategy & Finance – Total Grant award for GY 2015 = \$4,474,236.00, all providers are under contract and addendums to be completed at the August Board Meeting. Grantee had not received GY26 Application Guidance.
- e. Membership, Retention & Marketing – Committee discussed issues to be address in the new Attendance policy, issues included: Will conference call in participation be allowed, if yes, can you vote and does it count towards attendance; How should members arriving late be handled; Will reimbursements be allowed if a member arrives late, etc.
- f. Quality: Vote is needed to approve the committee’s data request to the Grantee
Motion made by: Chris Ritter Second: Max Rodas
Vote: Favor: 10 Oppose: 0 Abstain:0

Other Business

1. Orientation - the MRM must decide on a date and the length for the Training/Orientation and present the proposal to the Executive Committee at the September meeting.
2. Bylaws Update – need to reconstitute the Bylaws work group, Sharron asks PC co-chairs to help over see work the Bylaws review in order to make sure it gets completed in a timely manner. The Bylaws Work Group members are: Chris Ritter, Michael Foreman, Jason McMinn, James Stevenson, Naimah O’Neal, Darryl Fore, Melissa Federman, Tina Marbury and Myron Bennett.

Announcement

None

Adjournment

Motion to adjourn made by: Naimah O’Neal Seconded: James Stevenson

Vote: In Favor: 11; Oppose: 0; Abstain: 0



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2015-16 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	Green	Green	Green	Green	Grey	Green							0
2	Myron Bennett Co-chair 07/2015 - 07/2018	Green	Green	Green	Red	P	Green							1
	Kristina Knight Co-chair 07/2015 - 07/2018					S	Green							0
3	Michael Foreman S&F Co-Chair 10/2011-10/2014	Red	Red	Green	Green	R	Green							2
4	Darryl Fore S & F Co-chair 07/2015 - 07/2018	Green	Green	Green	Green	A	Green							0
5	Gilbert Kudrin QI Co-Chair 03/2014-03/2017	Green	Green	Green	Green	Grey	Red							1
6	Jason McMinn QI Co-chair 07/2015 - 07/2018	Green	Green	Green	Green	Grey	Green							0
7	Naimah O'Neal CLC Co-Chair 03/2014-03/2017	Green	Green	Green	Green	Grey	Green							0
8	James Stevenson CLC Co-Chair 08/2013-08/2016	Green	Green	Red	Red	Grey	Green							2
9	Max Rodas MRM Co-Chair 03/2014-03/2017	Green	Green	Green	Green	Grey	Green							0
10	Chris Ritter MRM Co-Chair 07/2015 - 07/2018	Green	Green	Green	Green	Grey	Green							0

Key: RED = Absent
Green = Present

Non-Planning Council Attendees at the August 19, 2015 Meeting:

PC Staff Support: Sharron Harris, Pam Ditlevson,

Grantee Representatives: Claire Boettler, Melissa Rodrigo

Guest: Michael Majer, Bob Candage, Karen Rubin, Doug Vest, Jim Weiss, Alex Hernandez, Shai Caver, Mary Blin, Josh Kratz, Nicole Fetcho, Roxanne Krausert, Reana Thomas, John Ligatatiso, Chelsea Wood, Kim Rodas

Next Meeting: October 21, 2015 – 4:00 – 5:30 pm, St. Augustine/Ursuline Piazza Campus
 Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white