

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

Wednesday, September 16, 2015

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ☐ Cleveland, OH 44102

Start: 4:20

End: 5:50

Co-chair: Kristina Knight

Moment of Silence

Welcome and Introductions

Myron Bennett makes a motion to suspend the agenda and go into Executive session, members would like to have a discussion.

All non- members and staff were asked to leave the room for approx.. 15 min., the time extended into 30 min.

Motion: Myron Bennett Seconded: Chris Ritter

Vote: In Favor: All

Resume Executive meeting 4:45

Approval of Agenda, September 16, 2015

Motion by Chris Ritter to approve the agenda with addition of votes to approve the AEAM and review and vote on PC HRSA Corrective Action Plan Seconded: Naimah O'Neal

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

Approval of the Minutes, August 19, 2015

Motion: Michael Foreman Seconded: Jason McMinn

Vote: In Favor: 10 Oppose: 0 Abstain: 1

Approval of Planning Council Agenda, September 16, 2015

Motion by Chris with changes as noted, Chris Ritter Seconded: Naimah O'Neal

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

Grantee Report

a. FY2015 Utilization Update

1. Melissa Rodrigo gave the Expenditure report (see handout)
2. Melissa Rodrigo explains that a presentation on the Waiver will take place in October, Molly Kirsch will present.
3. Chris Ritter asks question to Melissa Rodrigo regarding LPAP spending and possibly cutting it. Trends are low for this category, Melissa states that this is something to watch.
4. HIPSCA question by Chris Ritter, not utilizing the dollars allotted for this service category, response was that there is a lot of paperwork and in time will be utilized.
5. S&F were given handout regarding waiver
6. Melissa Rodrigo is working with Lake County to help find service providers for clients in the area. The services that were provided by Lake County was MCM, Medical Nutrition Therapy, Early intervention services and outreach. Melissa has a meeting on 9/17 at 6:00 pm with

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clients & Lake County Staff. Gil asks a question related to procurement and is reminded that procurement is a Grantee responsibility.

7. Quarterly data report was given (see handout)
8. Eligibility report in Careware update: 1325 applications were uploaded, proof of HIV 1222, proof of income 1195, proof of residency 1138, proof of insurance status 1044. Total documents uploaded as of June 1, 2015 are 5924.

b. Administrative Update

Melissa Rodrigo gave an update on the waiver effort. Provider monitoring start this week through the end of the grant year..

Planning Council Business

- a. HRSA Site Visit Report Corrective Action Plan
Gil states that the HRSA site visit report was given to the planning council late and they need time to not rush through it. Sharron Harris states that we have had 2 conference calls regarding this and invited emails or calls to stay on task. She reminds members that this is on the agenda for tonight and areas that need further work can be done in additional meetings. Gil wants grantee to discuss their CAP, and transportation issue.
- b. Sharron Harris discuss' the Corrective Action Plan
 - a. **Legislative finding** – Enhance planning council products/output through targeted training:
 - i. **Planning Council Action Step** – *Establish a Training Task Force to create a comprehensive training plan - Motion to accept the plan for the CAP: Move by Naimah O'Neal, Seconded Chris Ritter: **VOTE:** In Favor: 9, Kristina Knight, Myron Bennett, Darryl Fore, Michael Foreman, Gil Kudrin, Jason McMinn, James Stevenson, Naimah O'Neal, Chris Ritter; Oppose: 0; Abstentions: 0, *Motion passes.**
 - ii. **Legislative finding** – The planning council did not meet the legislative requirements of reflectiveness and representation:
 - i. **Planning Council Action Step** – *MRM held a conference call on 9/8 to present date options to the Executive Committee for approval to schedule & conduct the Mandatory Member Orientation/Training; MRM reviewed the reflectiveness, identified compliance issues to be addressed in a targeted outreach plan. Motion: Chris Ritter, Seconded: Gil Kudrin: **VOTE:** In Favor: 8 Chris Ritter, Naimah O'Neal, Jason McMinn, Gil Kudrin, Myron Bennett, Kristina Knight, Michael Foreman, James Stevenson; Abstain: 1 Darryl Fore; Oppose: 0.*
 - iii. Terms Limits: Gil Kudrin states that the Part A manual does not reflect term limits, HRSA needs to put it in writing and they will comply. Clarification has been requested, and it was explained that HRSA has made it a finding. Naimah O'Neal says the writing is appropriate and she finds it acceptable.
Planning Council Action Step – *Establish & incorporate term limits into the planning council Bylaws that states "Planning Council members shall be appointed to 3-year terms, with the option to apply for a second 3-year term, with allowance for extension of the second term as a voting member*

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- until a suitable candidate is found and appointed.”* Kristina Knight calls for order and asks if more discussion is needed. Kristina also suggest to suspend Committee reports due to delayed start: Motion: Chris Ritter Seconded: James Stevenson; **VOTE**: In Favor: 7 Kristina Knight, Myron Bennett, Darryl Fore, Gil Kudrin, Jason McMinn, James Stevenson, Naimah O’Neal, Chris Ritter; Oppose: 0; Abstain: 1 Michael Foreman.
- iv.** *Develop & Implement an Open Nomination process – **Planning Council Action Step** – MRM will create a written Open Nominations policy that incorporates into the process a once-a-year event that includes a 3-month timeline – Motion: Chris Ritter Seconded: Naimah O’Neal **VOTE**: In Favor: 9, Oppose: 0; Abstentions: 0.*
 - v.** *Develop & Implement a plan to routinely track & monitor planning council member attendance – **Planning Council Action Step** – MRM scheduled a conference call on 9/15 to establish a timeline to complete the review finalize and present the Attendance policy for approval – Motion: Chris Seconded: Naimah, **VOTE**: In Favor: 9, Oppose: 0, Abstain: 0.*
 - vi.** *Institute a “Committee of Record” – **Planning Council Action Step** – Completed.*
- c. Administrative finding** – The Planning Council’s committee structure and work plan did not meet HRSA’s expectation.
- i.** *Expand the committee structure, under the quality improvement committee, to include the development of needs assessment and comprehensive planning – **Planning Council Action Step** – The responsibilities of the QI committee will be expanded to include Needs Assessment & Comprehensive Planning responsibilities – Motion: Chris Ritter, Seconded Michael Foreman; **VOTE**: In Favor: 9, Oppose: 0, Abstain: 0*
 - ii.** *The role of the Executive Committee as the committee of governance to which all committees report, need to be clarified – **Planning Council Action Steps** – Bylaws will be revised to clarify the role of the Executive Committee and clearly define its role as oversight to ensure compliance with RW legislation & HRSA expectations – Motion: Chris, Second Naimah, **VOTE**: In Favor: 9; Oppose: 0, Abstain: 0.*
 - iii.** *Create a PSRA committee or work group charged with developing a carry-over plan, reprogramming plan, service category ranking, resource allocation and drafting of the annual spending plan – **Planning Council Action Step** – S&F Workgroup with help from TA consultant shall develop a comprehensive PSRA work plan with specific timelines – Motion – Michael Foreman, Seconded: Gil Kudrin; **VOTE**: In Favor: 9, Oppose: 0, Abstain: 0. Add Michael to co-lead with Darryl on PSRA.*
 - iv.** *Review the spending report Quarterly, rather than monthly – **Planning council Action Step** – the S&F committee will add quarterly utilization/spending trend analysis and reporting to their review of the spending report, but continue to review spending monthly – Motion to accept quarterly report, Michael Foreman, Seconded: Naimah O’Neal **VOTE**: In Favor: 9, Oppose: 0, Abstain: 0.*

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b. Bylaws Update

- 1. Unable to complete due to meeting delay

c. Training/Orientation

- 1. Unable to complete due to meeting delay

d. Monitor PCAT for Compliance

- 1. Unable to complete due to meeting delay

e. Provide Monthly Progress update

- 1. Unable to complete due to meeting delay

Committee Reports (*Kristina suggest to suspend Committee reports due to delayed start*)

- a. *Community Liaison Committee*
No report due to delay
- b. *Strategy & Finance (3-Minutes)*
- c. No report due to delay
- d. *Membership, Retention & Marketing (3-minutes)*
No report due to delay
- e. *Quality (3-minutes)*
No report due to delay

Other Business

None due to delay

Announcement

None

Adjournment

Motion: Naimah O'Neal

Seconded: Michael Foreman

Vote: In Favor: All, Oppose: 0, Abstentions: 0

	2015-16 Sign in Sheet Executive Committee	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan '16	Feb '16	# of Abs.
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