

# Cuyahoga Regional HIV / AIDS Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties  
Kimberlin Dennis, Myron Bennett, Kristina Knight, Co-chairs



**Executive Committee Minutes**  
**Wednesday, November 18, 2015**  
**4: 00 pm to 5:30 pm**  
**St. Augustine Health/Ursuline Piazza Campus**  
**7801 Detroit Avenue ☐ Cleveland, OH 44102**

**Start: 4:14 End: 5:35** Co-chair: Myron Bennett

No Quorum at the start of the meeting

At 4:25 the meeting was called to order as a quorum has been met.

## **Moment of Silence**

### **Welcome and Introductions**

#### **Approval of Agenda, November 18, 2015** *(change to agenda, adding the HRSA site visit topic)*

Motion: Michael Foreman Seconded: Naimah O'Neal

**Vote:** In Favor: 6 Oppose: 0 Abstain: 0

#### **Approval of the Minutes, October 21, 2015**

Motion: Naimah O'Neal Seconded: Gil Kudrin

**Vote:** In Favor: 6 Oppose: 1 Abstain: 0

#### **Approval of Planning Council Agenda, November 18, 2015** *(change to agenda adding the HRSA site visit topic)*

Motion: Naimah O'Neal Seconded: Kimberlin Dennis

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

## **Grantee Report**

### a. FY2015 Utilization Update

1. Melissa Rodrigo reviewed the expenditure report, this will coincide with the reallocation
2. Reallocation; Melissa Rodrigo reviews the handout. Melissa Rodrigo recommends another possible final reallocation request at the January 2016 meeting.
3. Vote was passed in S&F for carry over, Melissa Rodrigo recommends \$140,222.00 be moved into Oral health.

Motion for recommendation for the carryover from 2015 to 2016 the amount of \$140,222.00 to be placed entirely into Oral Health Services: Motion: Naimah O'Neal

Seconded: Michael Foreman

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

4. **Summary for Transportation;** Melissa Rodrigo reviewed the handout. Gil Kudrin asked what the dates for the numbers are, Melissa Rodrigo states March through October as stated on the handout. Melissa also reports that there are no sign off by the client any more, one transportation provider has been lost, and there has been an increase in modes of transportation since 2011. Gil Kudrin states that this is a difficult service and that providers say the grantee makes it difficult. Melissa Rodrigo states that there are more options even though the clients aren't increasing, so the dollars are not changing. Naimah

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O'Neal states that there is service for group meetings and dental appointments. Chris asks for more granular data, Melissa Rodrigo recommended they submit a written a data request for this information. Jason McMinn explains how Medicaid expansion has provided greater access to transportation service. Michael Foreman raised concern about not being able to receive transportation assistance for HIV social events. Myron Bennett cuts this conversation to get back on track with agenda.

Motion to approve the reallocation as presented by the Grantee, made by Michael Foreman  
Seconded by: Darryl Fore

**Vote:** In Favor: 7 Oppose: 2 Abstain: 0

### b. Administrative Update

#### **Planning Council Business**

- a. **HRSA Follow Up visit, Executive Committee needs to make a decision on the date options provide by HRSA for the next TA visit and Sharron will relay the dates to Monique Worrell by 11/19/15 at 9:00 am.**

Options are either: February 16<sup>th</sup> and 17<sup>th</sup> or 17<sup>th</sup> and 18<sup>th</sup>.

Myron Bennett, Kimberlin Dennis, Naimah O'Neal, Gil Kudrin, Michael Foreman are in attendance for this discussion.

The motion for the dates of Feb. 17th / 18th:

Motion made by: Chris Ritter Seconded by: Kimberlin Dennis

**Vote:** In Favor: 8 Oppose: 0 Abstain: 1

### b. **Progress Report on compliance to HRSA CAP Requirements:**

#### **i. Clarify the Role of the Executive Committee**

a. The committee has agreed to a conference call on Monday, Dec. 7 at 5:30 pm, Sharron will coordinate the call and send reminder e-mail with call-in information using the Exec. Committee conference call-in number.

#### **ii. Develop & Implement Training on:**

##### **1. How to write Needs Assessments**

a. Establish a timeline (PSRA work group), MRM needs to be engaged in the discussion. How to understand data needs to be a focus. Chris Ritter states to do a blackboard and a call to lessen the burden of meetings. Sharron Harris states that there will always be a contractor to help but the members need to understand so that the decisions are efficient.

##### **2. How to establish & write service directives**

##### **3. Understanding & using data**

##### **4. New Member Orientation/Training**

#### **iii. New member Recruitment Plan**

#### **iv. Open Nomination Process**

Chris Ritter explained the process. Jan through April will be the open nomination process. Sharron Harris will share at the Jan meeting what the final Open Nomination Policy after MRM member input has been provided. Myron Bennett asked when the other committee's meet and the time process for them (County and Mayor) MRM to present at the January meeting. Gil Kudrin asked about reimbursement for recruitment, Sharron Harris stated that it would not be

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necessary if outreach & recruitment is done through the use of the website and other outreach as planned by MRM & CLC.

### **v. Attendance Monitoring**

Chris Ritter created a work group, the agreement is that a point system will be the new attendance policy. There will be a meeting next week.

At the January meeting, members will review those whose terms are expiring, this is part of the PCAT for MRM.

### **vi. Expand QI Structure add Needs Assessment & Comprehensive Planning**

Comprehensive plan is under way. QI will take over the needs assessment beginning March 2016. S&F has needs assessment until then.

### **vii. Create PSRA Committee or Workgroup & Draft annual spending plan**

Understand service categories, meetings will be in Jan, Feb, and March. Sharron Harris stated that Melissa Federman is heading the work group and 2 conference calls have been scheduled.

### **b. Review 2015 PCAT for Compliance**

Sharron Harris asked if this could be moved to the January agenda, members agreed.

## **Committee Reports**

### **a. Community Liaison Committee - Naimah O'Neal**

The primary focus is how to get people to meetings. Transportation and incentives is the challenge. Other avenues are being looked into, such as organizations giving out bus tickets. The committee will use existing groups and agencies to hold forums starting next year. They will also present in a condensed manner so not to overwhelm those in attendance. Chris Ritter suggested that CLC go on the road, they need to check with other jurisdictions as to how they recruit.

### **b. Strategy & Finance - Daryl Fore**

The committee has 2 votes on a Reallocation Plan and Carryover.

### **c. Membership, Retention & Marketing - Chris Ritter**

On track, their work was discussed above.

### **d. Quality - Jason McMinn**

There were 3 meetings held and 6 standards of care were reviewed and completed. The others will be reviewed and updated next year.

\*\*Gil Kudrin wants to see the Grantee's Corrective Action Plan. Response: The co chairs will email it.

## **Other Business**

None

## **Announcements**

None

## **Adjournment**

Motion: Naimah O'Neal    Seconded: Michael Foreman    **Vote:** In Favor: All Oppose: 0

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

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

Guest: Thomas O'Donnell

**Next Meeting: January 20, 2016 – 4:00-5:30pm, St. Augustine/Ursuline Piazza Campus  
Visit the Ryan White HIV/AIDS Homepage at: [www.ccbh.net/ryan-white](http://www.ccbh.net/ryan-white)**