

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, October 21, 2015

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus
7801 Detroit Avenue ♦ Cleveland, OH 44102

Start: 4:03 **End:** 5:35 **Chair:** Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda, October 21, 2015

Motion: Chris Ritter Seconded: Naimah O'Neal Favor: All Oppose: 0 Abstain: 0

Approval of the Minutes, September 16, 2015

Motion: Naimah O'Neal Seconded: Max Rodas Favor: All Oppose: 0 Abstain: 0

Approval of Planning Council Agenda, October 21, 2015

Motion: Max Rodas Seconded: Darryl Fore Favor: All Oppose: 0 Abstain: 0

Grantee Report

a. FY2015 Utilization Update

1. Melissa Rodrigo provided handouts & reviews the expenditure report, this is the half way mark. There are a couple of Service categories that are on target (MCM, Home Health Care, Home/Community Base Health Care & Psychosocial support. Melissa stated, we are at 43.4% now, compared to last year, when we were at 36%. This is an improvement. We are over 25% in the support category, this is a first, Planning Council needs to be more careful with this.
2. November; reallocation recommendations, possible adjustments for: **Core Services:** MCM, Oral Health, Mental Health, EIS, Home and Community Health, Home Health. **Support Services:** Substance Abuse – Residential, and possible decrease in LPAP, Substance Abuse-Outpatient and HIPSCA
3. All but one provider has had their budget meeting.

b. Administrative Update

1. Working on grant application due on November 2nd
2. Site Visit Corrective Action Plan (CAP) response to HRSA has been submitted and the PC co-chairs were given a copy, via e-mail.
3. Carryover in the amount of \$141,840 has been received and PC already allocated to Oral Health no action needed. Chris Ritter pointed out that this addition would bring Oral Health funding to over \$500,000.
4. Sub-grantee Monitoring has started and will last through the grant year (March 2016).
5. No outstanding data requests, but a request was just made today at the Quality meeting.

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6. Standards of Care meetings were conducted October 6th for MCM and EIS, next meeting Oct 28th – Substance Abuse-Outpatient and Mental Health and Nov 2nd – Foodbank and Oral Health
7. Lake County General Health District update – continue to work with two potential providers that have offices in Ashtabula and Lake county as requested by clients in order to receive services in both locations. Existing Lake County funds will be reallocated to continue to support those clients.
8. Needs Assessment recommendation is included in the core waiver project- recommendation to review gaps post ACA implementation/Medicaid expansion
9. Core Waiver presentation was at S&F (Molly Kirsch, RW Program Manager)
10. Next month, November items that need votes –
 - Reallocation of current year funds (re-appropriate between service categories) not exceeding the possibility of going over the 25%
 - Request for Carryover of FY15 funds into FY16

Planning Council Business

- a. Clarify the Role of the Executive Committee
 1. Sharron Harris requests that members look at page 21- A through I of Bylaws, and review the duties. Sharron reviews them briefly with members. Per HRSA, members need to enhance them. This will stay on the agenda until it's complete. Sharron Harris stresses that the PC is behind schedule regarding Bylaws.
- b. Monitor Requirements for HRSA Site Visit Report for compliance
Development & Implement Training on:
 - a) How to write Needs Assessment,- look at other TGA's to become familiar
 - b) How to establish & write service directives- need to do in advance, ask grantee for help in understanding the potential of cost implications.
 - c) Understanding & using data – different types (quantitative, qualitative), different presentations, (bar graphs, pie charts, etc.)
 - d) New Member Orientation – must lock down dates today! Discussion took place among the members. Chris talked about the online training and asked for conversation. It was for NYC but it can be interpreted for Cleveland TGA. Kristina shared her experience with the NYC modules, she felt it would be easy to transform for the Cleveland TGA. Max explains that a post test would let members know who took the training. Blackboard is a potential platform to customize online training for the Cleveland TGA (free up to 5 courses) is recommended by Kristina to test and track participant's. Everyone was encouraged to complete the NYC online training by end of Dec 2015, print & bring certificate to January meeting, this will be proof that you took it. Please submit training certificate to Pam Ditlevson, PC support. Chris Ritter agreed to send *****Link will be sent to all members via Clevelandtgapc@cdbh.net email.***** He will also send instructions with the email. He reminded member, **"Do not use a smart phone or a tablet"** use a PC or Mac computer, either laptop or desktop will work. Kristina will learn the Blackboard platform if someone will develop the training content, so Cleveland TGA customized training can be uploaded to online using the Blackboard platform.

A vote for all members to complete the NYC online training course by December 2015:

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VOTE: In Favor: All Oppose: 0 Abstain: 0

Chris Ritter will send tips and link to Pam, who will forward to all members.

PCAT to include the CAP activities, Co-chairs should submit the CAP for their committees. Sharron Harris suggests planning for the PCAT in Sept, Oct, Nov for the next year. The MRM committee has to complete a new member recruitment plan to comply with Planning council reflectiveness, complete the Open Nomination process (Sharron will prepare the written plan to add as an addendum to the Bylaws), and MRM will improve attendance monitoring.

c. Expand the role of QI Committee Structure - (Needs Assessment & Comprehensive Planning). Need assessment responsibility will remain with S&F until the beginning of the new grant year (3/2016); a needs assessment will be conducted to identify implications from ACA to support the waiver application was agreed to in S&F. The QI Committee also discussed strategies for preparing the comprehensive plan.

d. Create a PSRA Committee or Workgroup & draft annual spending plan – S&F needs to begin the re-organization of PSRA.

Committee Reports

A. Community Liaison Committee- Naimah O’Neal - the committee met last week and discussed bringing in new members. The committee needs to find money for meals and transportation in order to recruit people to forums. CLC members will travel to different support groups and talk about PC. Chris Ritter asked Melissa Rodrigo if the Cuyahoga County Board of Health can solicit money for CLC; per Claire Boettler, it is possible but there is not enough staff to do it. The other agency could apply and disburse at meetings on their own, just not PC members. Naimah O’Neal will continue to look into this.

1. Bryan Jones states that CLC should partner with MRM to recruit individuals to meet reflectiveness. Change in the culture of the body needs to happen.
2. James Stevenson has recruited others to come to meetings

B. Strategy & Finance – Darryl Fore - Preparing for PSRA, will be reviewing the Service Categories. Continued reporting on Medicaid Core waiver. Sharron Harris states that Molly Kirsch did a great presentation on the Core waiver, she will circulate it to all members. Update will continue.

C. Membership, Retention & Marketing – Chris Ritter – MRM is implementing a new member training, new recruitment, there is a targeted group needed, reaching out to MCM for help in this. MRM is tracking the federally mandated spots. Attendance has been discussed, Max Rodas explains the intention of the attendance. Bryan Jones expresses his distaste for this policy, Michael Foreman feels this is unjust as well.

All are encouraged to attend the MRM meeting to discuss the attendance policy. Chris Ritter, states that they are HRSA compliant having the attendance attached to minutes. Chris also states that the other option for tracking attendance would be to do a point system so that meetings that are missed can possibly be made up.

D. Quality- Jason, SOC Oct 6th MCM & EIS complete will be implemented 2016.

Data request vote

Motion: Chris Ritter Seconded: Naimah O’Neal Favor: All Oppose: 0 Abstain: 0

Table - Topic of MRM attendance

Other Business - None

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Announcements - Naimah O'Neal announced that Produce will be available at the Taskforce starts at 10 am till gone. There is a Domestic Violence Awareness event on 10/22 at Taskforce to discuss Domestic Violence impact on HIV Positive woman.

Adjournment

Motion: Naimah O'Neal Seconded: Chris Ritter Favor: All Oppose: 0

SH reminds members that the November meeting is Wednesday Nov. 4, 2015.

| | 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 |
| | Kristina Knight Co-chair 07/2015 - 07/2018 | | | | | S | | | | | | | | 0 |
| 3 | Michael Foreman S&F Co-Chair 10/2011-10/2014 | | | | | R | | | | | | | | 2 |
| 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 | | | | | | | | | | | | | 2 |
| 9 | Max Rodas MRM Co-Chair 03/2014-03/2017 | | | | | | | | | | | | | 0 |
| 10 | Chris Ritter MRM Co-Chair 07/2015 - 07/2018 | | | | | | | | | | | | | 0 |

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

Guest: None

Next Meeting: November 18, 2015 – 4:00-5:30pm, St. Augustine/Ursuline Piazza Campus

Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white