

# **Cuyahoga Regional HIV Health Services Planning Council**

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

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

## **Planning Council Minutes**

**Wednesday, August 19, 2015**

**5:30 pm to 7:00 pm**

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ♦ Cleveland, OH 44102



**Start Time:** 5:50 pm      **End Time:** 6:55 pm      **Co-chair:** Myron Bennett

**Moment of Silence**

**Welcome and Introductions**

**Public Comment Opportunity:** Kimberlin Dennis, announced Methodist healing weekend Aug 21-23<sup>rd</sup>

### **Approval of Agenda, August 19, 2015**

Motion made by Chris Ritter to amend the Agenda to add Training/Orientation and Bylaws update to the Other Business Section of the Agenda

Motion was seconded by: Michael Foreman

**Vote:** In Favor: 19      Oppose: 0      Abstain: 0

### **Approval of the Minutes, June 17, 2015**

Motion was made by Naimah O'Neal and Seconded: James Stevenson

**Vote:** In Favor: 19;      Oppose: 0;      Abstain: 0

### **Ryan White Part B Update**

1. HRSA Site visit rescheduled for October 18, 2015
2. Part B Advisory Committee will meet Sept. 10th at the State Library at 10:00 a.m.
3. Start of Grants awarded will be October 1, 2015

### **Grantee Report**

#### **a. FY2015 Utilization Update**

1. Expenditure report (hand out given), Melissa Rodrigo reviewed the report – Oral health on target.
2. Max asked which may need additional funds: OAMC and MCM (*potential reallocations*)
3. Substance Abuse Residential is a support service that needs to be watched, however, Melissa reminded the committee that the percentage between Core & Support is very close and there is no room to increase spending in any of the support services.
4. Marlene provided the Medicaid update, stating that 155,833 applications have been processed between Jan, 2014 to present).
  - 4a. Staff has increased by 15, so far, they are interviewing for more positions, plans for 19 new staff on board by August 30, 2015.
  - 4b. The Medicaid Database had lots of errors, this is being worked on. Currently there is a 90-day wait list.

#### **b. Administrative Update**

1. 25-year Anniversary for Care Act – Melissa Rodrigo will email HRSA Letter to Sharron Harris for distribution to PC members.
2. Lake County General is in fiscal distress and will no longer provide services as a Part A Provider for the TGA. 71 clients have been served to date; the Grantee is working on a plan to help them.

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3. The Grantee has completed the 2014 closeout report and is working on the 2015 reports. They are also continuing to perform due diligence on the plan for the Core Services waiver, S&F will get a plan in September and Molly Kirsch will present an update in October.
4. Site visit findings report was just released and will be presented at next month's meeting.
5. The Grantee asked the members to establish an Ad hoc work group to work with the grantee office to develop the 2016 Comprehensive Plan, due October of 2016. Members who volunteered to serve on the Comprehensive Plan Work group are: Dr. Gripshover, Max Rodas, Melissa Federman and Michael Foreman.
6. Claire Boettler announced that new members and reappointed members have been confirmed as of July 28, 2015. Terms are through 2018. All members were acknowledged and reminded that attendance tracking should begin effective with the July 28<sup>th</sup> date.
7. Jason McMinn brought up point regarding Lake County General Hospital and their remaining budget, Melissa Rodrigo acknowledges this will have to be discussed as some point if no providers can be found. Max Rodas also suggested that transportation for Lake County clients be address.

### **c. Planning Council Business**

1. **HRSA Site Visit Next Steps** - Site visit report was just received, it will be reviewed next month.
2. Plan for New Member Orientation/Refresher Training – MRM to set a schedule for the training, and present a proposal to the Executive Committee next month for approval and onto the full council.

### **d. Committee Reports**

1. *Community Liaison Committee* - James Stevenson – Discussed lessons learned from the Consumer Event, agreed to get Case Managers involved. Committee agreed to create and maintain an Outreach Calendar.
2. *Strategy & Finance* – Michael Foreman - No quorum was present to conduct official business, the committee proceed to hear the grantee report. 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. A proposal was made by Clinton Droster to allow any appointed Planning Council member attending a meeting to vote on Planning council business, even if the committee is not their "Committee of Record." It would have to be incorporated into the Bylaws before the action can be taken. Sharron agreed to prepare language for the Bylaws.  
Also received an overview of the AEAM and questions for Grantee input for the AEAM and a presentation of the feedback provided following the July 15, 2015 PSRA event. The PSRA feedback will be used by S&F to reorganize the PSRA process.

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3. *Membership, Retention & Marketing* - Max Rodas – Reiterated the recommendation to allow members to vote even if the Committee is not their “Committee of Record;” MRM has formed a workgroup to review/revise and finalize the Attendance Policy and enforce attendance, tracking, and promptness. Members of the work group include: Chris Ritter, Brenda Glass, Elaine Henderson, Clinton Droster & Naimah O’Neal. There were several key policy issues discussed that will be addressed related to attendance, including tardiness and if a late arrival means the member is ineligible for transportation reimbursement. Myron recommended to take into consideration, no voting if a member is late.  
Also, Sharron Harris discusses the Planning Council’s reflectiveness – gender, race/ethnicity, age & jurisdictional reflectiveness - are not in compliance. The Membership committee will focus on reflectiveness in the next several months and develop a comprehensive outreach program to address the reflectiveness.
  4. *Quality* – Jason McMinn – reported that Kate Burnett- Bruckman gave her data presentation today. HRSA report findings for QI were discussed. Standards Of Care (SOC) data, CAREWare data update, presented on H4C continuum. PODS for SOC Schedule:
    - a. Oct. 7<sup>th</sup>, MCM & EIS 5:30 at Free Clinic,
    - b. Oct. 28th at 5:30 Substance Abuse and Mental Health,
    - c. Nov. 2 at 5:30 Oral and Food, location St. Augustine’s
- e. Planning Council Training-** time has been allocated on the agenda monthly dedicated specifically for Planning Council training.
- f. Other Business**
1. Training/orientation – MRM will present a proposal for date, time and length of training at the September meeting.
  2. Bylaws update – the Bylaw work group was re-established to review/revise and finalize the revised Bylaws. Members of the Workgroup are: Myron Bennett, Chris Ritter, James Stevenson, Jason McMinn, Naimah O’Neal, Melissa Federman, Michael Foreman, Darryl Fore and Tina Marbury.

### **Public Comments**

None

### **Announcements**

None

### **Adjournment**

Motion: Melissa Federman

Seconded: James Stevenson

**Vote:** In Favor: 19    Oppose: 0    Abstain: 0





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14	Ricky Lanza 07/2015 - 07/2018	Green	Green	Green	Green	Red	Red									2
24	Tina Marbury 07/2015 - 07/2018			Green	Green	Green	Green									0
21	Jason McMinn 07/2015 - 07/2018	Green	Green	Green	Green	Green	Green									0
15	Naimah O'Neal 03/2014-03/2017	Green	Green	Green	Green	Green	Green									0
16	Chris Ritter 07/2015 - 07/2018	Green	Green	Green	Green	Green	Green									0
17	Marlene Robinson-Statler 03/2014-03/2017	Red	Green	Green	Red	Red	Green									3
18	Max Rodas 03/2014-03/2017	Green	Green	Green	Green	Green	Green									0
19	James Stevenson 08/2013-08/2016	Green	Green	Green	Green	Green	Green									0
20	Leshia Yarbrough-Franklin 08/2013-08/2016	Green	Red	Green	Green	Green	Green									1
25	Nolan White 07/2015 - 07/2018					Green	Red									1

Key: **RED** = Absent

**Green** = Present

**Planning Council Staff Support:** Sharron Harris, Pam Ditlevson,

**Grantee Representatives:** Claire Boettler, Melissa Rodrigo, Tom O'Donnell

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

**Next Meeting: September 16, 2015 – 5:30-7:00 pm, St. Augustine/Ursuline Piazza Campus**

**Visit the Ryan White HIV/AIDS Homepage at: [www.ccbh.net/ryan-white](http://www.ccbh.net/ryan-white)**