

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

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

**Darryl Fore Co-Chair**



## **Strategy and Finance Committee**

Wednesday, March 2, 2016

1: 00 pm to 2:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 1:10 End: 2:45 Co-chair: Darryl Fore

Moment of Silence

Welcome and Introductions

### **Approval of Agenda, March 2, 2016**

Motion: Clinton Droster Seconded: Max Rodas

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

### **Approval of the Minutes, February 10, 2016**

Motion: Kimberlin Dennis Seconded: Clinton Droster

**VOTE:** In Favor: 5 Oppose: 0 Abstain: 1

Grantee Report – Melissa Rodrigo

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

1. Handout given and reviewed – green underutilized, white on target.
2. The split is 76.34% Core and 23.66% Support.
3. All contracts were approved at the February Board meeting for the January reallocations.
4. There are no outstanding requests for funding by providers. All requests from sub-recipients with current programs received funding requested for the FY15 grant year.

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

1. The FY15 closeout process has begun.
2. The RSR (*Ryan White Services Report*) is being processed for submission to HRSA, almost all sub-recipients submitted their data into CAREWare.
3. A follow-up summary regarding the Integrated Plan was emailed to the Work group volunteers on Feb. 29, 2016. There is a meeting this Friday and also on March 9, 2016 to discuss the regional meeting and to gather community input. Melissa reviews what this pertains to and the outcome of this group as to what the regional meetings will look like.
4. The Needs Assessment update will take place in April at the Strategy and Finance meeting. It will be a focus on identifying gaps in Core services in light of Medicaid Expansion. There will be a full presentation, and continued conversation about whether or not to apply for the Core Medical waiver.
5. Vocational Rehabilitation Training was conducted on February 25, 2016 at The Free Clinic of Greater Cleveland. There were 25 FTE's in attendance.
6. The Grantee continues work with the National Quality Center for technical assistance for further development of the Quality Management Program.
7. A partial grant award has been received for FY16, it is 80% of the formula and 80% of the MAI award. Last year 80% was received from three pots not just two. The letter from HRSA was read to Strategy and Finance. Overall HRSA has indicated that approximately level

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funding will be provided for this grant year, the current award is \$2,524,989.00. All budget meetings have been completed, contracts are going out to the providers. Providers can make the choice whether they would like to wait for the full award or proceed now with budgets. The final award is expected possibly in April or May.

8. The Grantee has no outstanding data requests or training/meeting requests.

9. Request for Planning Council to reallocate dollars to MCM from LPAP.

Motion: Clinton Droster makes a motion to move \$6,524.59 that were not requested during the RFA process from LPAP to MCM. The motion was seconded: Melissa Federman

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

### ***Motion passed***

Sharron Harris shares a motion form with members, and recommended to start using this form in all meetings to document to official recorded vote decisions of the PC. Sharron states the importance of allowing the grantee to allocate dollars as needed and informing the council at next scheduled meeting. The Motion form is very important to have in case of grievances or questions about funding decisions made by the PC.

Motion: Kimberlin Dennis made a motion regarding the wording for the Bylaws as to “allowing the grantee to reallocate funds prior to a PC vote but to be reported at the next regularly scheduled PC meeting,” the motion was seconded by: Naimah O’Neal

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

### ***Motion passed***

10. Next month grantee training will continue with Service Categories.

\*Chris Ritter will be making a suggestion for increasing the PC meeting time (5:00pm–7:00pm) and shortening the Executive meeting time (4:00pm-5:00pm) to get through the trainings.

### **New/Old Business**

a. Motion – Bylaws update/Grantee reallocation authority in Dec. & Jan. (see above, motion passes)

b. Review & approve the revised PSRA Process & Schedule of Activities – the committee was unable to review the PSRA work plan because the Project Task Leader, Melissa Federman has to leave before this issues was discussed. Sharron told the members they need to determine what data will be needed, and submit a data request to the grantee – the issue was Table till the March meeting.

i. Create a written description of the revised PSRA Process – committee members were reminded that a written description of their PSRA process has to be developed once the revised process is final. Members were reminded that a grievance can be filed if the PC does not follow its own process.

ii. Convene Data Work – the workgroup has been established and is led by Melissa Federman. Grantee reiterated that data could be presented by Chris Kippes from the Epi area within The Cuyahoga County Board of Health, possibly in April. Put training at the beginning of the agenda; this has already taken place.

iii. Determine EIHA Estimate for PSRA – no decision on this issue, it will be included in the PSRA reorganization.

Grantee gives this information from the reports – go with last year’s numbers.

iv. Create 2016 Directives – directive development is part of the PSRA process, member will get ideas from the April needs assessment presentation from Molly Kirsch, next month.

### **Parking Lot Items**

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- Create a PSRA Evaluation/Feedback Survey
- Review Expenditures by Service Category
- Continue review HRSA Service Categories Definition
- Motion – to Transition Needs Assessment to QI Committee

**Next Steps**

Announcements - none

Adjournment

Motion by: Kimberlin Dennis, Seconded by: Naimah O’Neal

**VOTE:** In Favor: Unanimous    Oppose: 0,    Abstain: 0

***Motion passes***

**Strategy & Finance  
Committee**

**2016/17    Quorum = 4**

	<b>S &amp; F Members</b>	<b>Term</b>	<b>Mar</b>
1	<b>Darryl Fore Co-chair</b>	<b>7/15 - 7/18</b>	<b>Y</b>
2	Kimberlin Dennis	8/13 - 8/16	<b>Y</b>
3	Desi Johnson	7/15 - 7/18	<b>N</b>
4	Melissa Federman	8/13 - 8/16	<b>Y</b>
5	Tammie Jones	7/15 - 7/18	<b>N</b>
6	Clinton Droster	7/15 - 7/18	<b>Y</b>
7	Max Rodas	3/14 - 3/17	<b>Y</b>

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

Guest: Chris Ritter, Tracy Johnson