

# Cuyahoga Regional HIV Health Services Planning Council

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

Michael Foreman, Darryl Fore Co-Chairs



## Strategy and Finance Committee

### Minutes

Wednesday, August 12, 2015

1: 00 pm to 2:30 pm

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

Start Time: 1:15 End Time: 2:35pm

Co-chair: Kimberlin Dennis, Michael Foreman took over upon arrival

#### Moment of Silence

#### Welcome and Introductions

#### Approval of Agenda, August 12, 2015 – *Not enough members in attendance to conduct official business*

Motion: Seconded: Favor:

#### Approval of the Minutes June 10, 2015

Motion: Seconded: Favor:

#### Placed in Parking Lot

#### Grantee Report

##### a. FY2015 Utilization Update

1. Final award has been received \$4,474,236.00, approximately a \$50,000.00 difference from last year. All providers are under contract, addendums will be completed after August Board meeting.
2. FY 2014 close outs have taken place.
3. Melissa reviewed the financial handout and pointed-out key services that were over and under utilized at current reporting. Grantee will monitor and provider further guidance. No questions were presented at this time.

##### b. Administrative Update

Melissa noted that the Grantee had not received the GY 2016 Application guidance and was told it should be out by September 1, 2015. Grantee is conducting research and speaking with other TGAs about the Core Services Waiver. Molly will send a report of her efforts in September and present an update at the October Strategy & Finance meeting.

#### New/Old Business

##### c. Review 2016 PSRA Decisions

- i. Priorities (Parking Lot???)
- ii .Resource Allocations (Parking Lot???)
- iii. Directives: Sharron reports about the conference call for the Directives. Four (4) directives were identified:
  1. Methodone- Substance abuse,
  2. Transportation- Melissa discussed with members the ins and outs of the current transportation model and suggested she would share the data if members would like it. The issue regarding Paratransit was explained, and the issue has been resolved. Melissa also reminded members that service related issues that arise should be brought to the Grantee's attention. Planning Council members who works for a service provider are obligated to bring the issue to the attention of the grantee for resolution.

##### d. Review PSRA Feedback Findings

1. Sharron presented a power point of the findings from the PSRA event, members were given a handout of the presentation. Some of the finding included:
  - o Needs to conduct the process over multiple days
  - o Let the data sink in over more time
  - o No need for providers to be present
  - o Stay on task during the PSRA process, stop the chatter and side conversation not relevant to PSRA
3. S&F will be making the recommendation to Executive as to how the PSRA process should go.

#### Questions & Comments:

1. Clinton felt that others didn't understand where he got his information from, he explains that it is from his experience over the years.
2. Sharron explains that the feedback is useful and helpful, and how discussing it during meetings could truly help with understanding. Sharron stated the feedback will be used to revised the process.

##### e. Create a Schedule & Review/Revise Service Category Definitions (Parking Lot???)

##### f. Conduct Assessment of the Efficiency of the Administrative Mechanism

1. Sharron provided an overview of the AEAM Process via a power point presentation. Handouts were given to members (see handouts). The overview covered the following:
  - o What is AEAM?
  - o Legislative Requirements



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- o HRSA Expectations
- o Understanding the CARE Act Part A Planning Cycle
- o Components of an AEAM.

- g. Define Needs Assessment Strategies (Parking Lot???)
- h. Assist with Planning Council Reallocations (Parking Lot???)

### Next Steps

Sharron reminded member of key decisions to be made for carrying through with the PSRA process. Suggestions included:

- o Decide whether to establish a separate committee to carryout PSRA, as was recommended by the HRSA Planning Council Consultant?
- o Determine whether additional training on PSRA is required?
- o Form a Work Group to identify a series of recommendations to reorganize the Cleveland TGA PSRA Process.
- o Identify all PSRA tasks and create a comprehensive work plan with firm timelines, task leaders and specific deliverables.
- o Dedicate a Planning Council Member to monitor the PSRA Work Plan for compliance.

### Announcements

Kimberlin states the problem with not having enough members to vote on agenda's and minutes, need to allow any and all members to vote whether or not it is there "Committee of Record." Sharron Harris agrees with the problem, but advises members that they need to act accordingly not re-act. Sharron Harris will share this suggestion with the Bylaws work group.

Melissa Rodrigo, Grantee's office, shared that due to a conference they will be attending Molly K. will not be able to present her Core Services Waiver update in September. The committee agrees to wait until October for presentation.

### Adjournment

Motion to adjourn: Michael Foreman

Seconded: Desi Johnson

	S & F Members	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan '16	Feb '16	# of Abs.
1	Darryl Fore, Co-Chair 07/2015 - 07/2018	Green	Green	Green	Green	Grey	Red							1
2	Michael Foreman, Co-Chair 07/2015 - 07/2018	Green	Red	Green	Green	P	Yellow							1
3	Kimberlin Dennis 08/2013-08/2016	Green	Green	Green	Green	S	Green							0
4	Desi Johnson 07/2015 - 07/2018	Green	Green	Red	Green	R	Green							1
5	Melissa Federman 08/2013-08/2016	Green	Green	Green	Green	A	Red							1
6	Tammie Jones 07/2015 - 07/2018	Red	Green	Red	Green	Grey	Red							3
7	Clinton Droster 07/2015 - 07/2018	Green	Green	Green	Green	Grey	Green							0

**RED** = Absent  
**Yellow** = Late arrival  
**Green** = Present

**Next Meeting: September 9, 2015 – 1:00-2:30pm, St. Augustine/Ursuline Piazza Campus**  
**Visit the Ryan White HIV/AIDS Homepage at: [www.ccbh.net/ryan-white](http://www.ccbh.net/ryan-white)**