

Cuyahoga Regional HIV Health Services Planning Council

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

Darryl Fore, Max Rodas, Co-Chairs



Strategy and Finance Committee

Wednesday, May 11, 2016 Minutes

1: 00 pm to 2:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ♦ Cleveland, OH 44102

Start: 1:15 End: 2:55 Co-chair: Darryl Fore

Moment of Silence

Welcome and Introductions

Approval of Agenda May 11, 2016

Motion: Clinton Droster Seconded: Kimberlin Dennis

Favor: All Oppose: 0 Abstain: 0

Approval of the Minutes April 13, 2016

Motion: Kimberlin Dennis Seconded: Desi Johnson

Favor: 5 Oppose: 0 Abstain: 1

Grantee Report

- FY2015 Utilization Update Grantee is beginning the closeout process for the FY15 grant year.
- Ad Hoc Integrated Plan committee continues to review documents and discuss regional training. Date solidified for the Regional Meetings is May 25th Community Partners 1-3:30 followed by consumer from 4-7 save the date; location is the Free Clinic of Greater Cleveland.
- Pam will resend the flyer to all members and bring to the next PC meeting.
- Clinical Quality Management work continues to include the plan as well as the establishment of the advisory committee. The National Quality Center is supporting the Grantee in the development of the program. Plan will be completed by the end of this month. Melissa will meet with Kimberlin to choose a couple of members to help on the Advisory committee, Jason McMinn and Kimberlin are named.
- FY16 remainder of grant award anticipated by end of the month.
- Expect the grant application to be pushed back to August
- Grantee has a data request from PC manager to complete
- All partial contract except one have been approved by CCBH the one was waiting on full award due to their internal process

Naimah O'Neal asked Melissa Rodrigo how Strategy and Finance should approach PSRA this year: Melissa has asked that members look at dental carefully, she states to use the expenditures for the PSRA, she will be there for guidance. Sharron Harris stated that the grantee can help with other funding sources as well.

Sharron Harris explains how the community forum affects the PSRA process. Clinton explains to guest how the expenditure sheet helps with PSRA as well.

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Utilization and spending should be viewed together for PSRA. Melissa Rodrigo suggested eliminating LPAP and putting the fund previously allocated to LPAP into EFA. Eyeglasses could be covered under EFA, change the definition.

a. Administrative Update

Expenditures should be at 100%, there is one invoice remaining

Please note the split is 77.45 Core and 22.55 Support total expenditures is 90.90%

No outstanding requests for funding by providers all requests for sub- recipients with current programs received the funding requested for the FY15 grant year

Carryover is \$141,840.00

Please review and comment on the FY2016 form/format suggestions for improvement should be communicated to Melissa Rodrigo by the next S&F in June.

New/Old Business

a. Review PSRA Schedule of Activities

Sharron Harris reviewed the power point regarding the PSRA timeline.

Sharron will email it to members. Sharron states that members should review their expenditure sheets every month and continually over the course of the year to help in the PSRA process.

For PSRA next year, language has been added to the Bylaws requiring the committee to put together a PSRA timeline & activity plan and have completed by March, also the PSRA orientation should be done every year as preparation for PSRA. A directive work group should be part of the PSRA activity timeline and directives need to be identified early.

b. Training for S & F Members – the committee was given a brief PSRA PowerPoint orientation.

i. PSRA Orientation – Sharron Harris reminded the committee to review the written PSRA process she e-mailed them and explained that Ryan White legislation required the Planning Council to have a written plan and to comply with the plan or they may receive a grievance. Sharron Harris will present the PSRA orientation at the full Planning Council in June.

Very Important Dates to Remember!!!

- May 18th – the committee agreed to hold the first directive meeting at 2pm – Walz Library, across the street.
- June 15 – Epi data presentations at Planning Council (Tammie & Sharron)
- June 29th - utilization presentation, service category-ranking, discussion and vote on directives.
- July 13th - allocation decisions, special meeting of the executive committee, special full pc meeting – vote to approve the spending plan

S&F should be driving this area, not Sharron Harris or Melissa Federman, the whole committee. This committee needs to document any changes, and they must be done in advance.

Time for PSRA: 12:00 – 5:00? Committee must make a decision today.

June 29th – 12:00 – 5:00, agreed

July 13th – 12:00 – 5:00, agreed

Both dates will be located at The Free Clinic

Melissa Rodrigo asked approximate time frame when the Service Category Definitions are going to be completed ???

- b. Discuss any proposed changes to Service Category Definitions for PSRA

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Sharron Harris stated that Melissa Rodrigo presented at previous meeting, members should have paid attention and had questions prepared. Melissa Rodrigo suggested to eliminate LPAP and move the funds previously allocated LPAP to EFA, she also suggested adding eyeglasses.

d. Progress review of Committee work products

Next Steps

Announcements

Adjournment

Motion: Kimberlin Dennis

Seconded: Desi Johnson

Strategy & Finance Committee				
2016/17	Quorum = 4			
S & F Members	Term	Mar	Apr	May
Darryl Fore Co-chair	7/15 - 7/18	Y	Y	Y
Max Rodas Co-chair	3/14 - 3/17	Y	N	Y
Kimberlin Dennis	8/13 - 8/16	Y	Y	Y
Desi Johnson	7/15 - 7/18	N	Y	Y
Melissa Federman	8/13 - 8/16	Y	Y	N
Tammie Jones	7/15 - 7/18	N	Y	N
Clinton Droster	7/15 - 7/18	Y	Y	Y
as of 3/3/16		5	6	5

Staff: Sharron Harris, Pam Ditlevson, Melissa Rodrigo

Guest: Jason McMinn, Robert Watkins, Jere Johnston, Tracy Johnson, Alexis St. James, Tina Marbury