



Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Kristina Knight Co-Chairs

Executive Committee Minutes

Wednesday, June 15, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus – 5th Floor, Education Room

Start: 4:11 End: 5:15 Co-chair: Kristina Knight

Moment of Silence

Welcome and Introductions

Approval of the Agenda, June 15, 2016

Motion: Chris Ritter: Seconded: Naimah O’Neal

VOTE: In Favor – All: Oppose – 0: Abstain - 0: *Motion passes*

Approval of the Minutes, May 18, 2016

Motion: Jason McMinn, Seconded: Brenda Glass

VOTE: In Favor – 5: Oppose – 0: Abstain – 2: *Motion passes*

Approval of Planning Council Agenda, June 15, 2016

Motion: Naimah O’Neal, Seconded: Max Rodas

VOTE: In Favor – All: Oppose – 0: Abstain – 0: *Motion passes*

Grantee Report

a. FY2015 Close-out Utilization Report

- Expenditure Report – Expenditures should be at 100%, but 2015 will end with total expenditures at 90.90%.
- Please note the split is 77.45 Core and 22.55 Support
- There were no outstanding requests for funding by sub-recipients. All programs received additional funding if requested in the FY15 grant year.
- The amount of unallocated Direct Service funds totaled \$361,928.09, minus Carryover of \$140,222.00 with a final ending unallocated amount of \$221,706.09.
- FY2016 invoices are starting to come in for payment. The format for FY2016 expenditure report is final. The comment period for changes is closed and no comments were received.
- The remaining grant award was received, and the total is \$4,539,408.00, a \$65,172.00 increase from the FY15 award.



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- There is a reallocation from S&F today. Contract addendums will be sent out after PC vote.

b. Administrative Update

- Grantee is beginning the closeout process for the FY15 grant year.
- In addition, starting to work on the program terms reports for the FY16 grant year.
- Ad Hoc Integrated Plan committee continues to provide feedback from the state documents and feedback from the local summary documents that came out of the review documents from the Regional Meetings is May 25th Community Partners and Consumers meetings.
- Clinical Quality Management committee had its kick off meeting on June 6th. The National Quality Center Director joined us in the facilitation of the first meeting and will continue to work with us. Planning Council has a designated liaison, Jason McMinn on the committee.
- Grantee office submitted the PSRA data request to the PC manager.
- Reallocation requested for today.

Planning Council Business

a. Monthly Progress Report from HRSA Project Officer – Sharron Harris gives report from HRSA call:

- i. Reporting that the Open Nomination period has closed, there were 6 new applicants, and 6 current members reapplying;
- ii. The Planning Council approved the Bylaws and Claire Boettler reviewed and provided comments & the CCBH attorney completed the legal sufficiency review. Sharron will consolidate their comments and re-submit them to CCBH to forward to the county for final review. She reported being pleased that tasks from the Corrective Action Plan are getting checked off as complete. PSRA dates have been set, June 29th to review epi & utilization data and establish service priorities; final allocation decisions will be made on on July 13th.

b. Progress Report – HRSA Corrective Action Plan

Good feedback from HRSA project officer.



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- c. **Monitor PCAT for Compliance** – Tabled because the PCAT was not available to be projected on the screen. However, it was reported that committees are mostly on track.

Committee Reports

c. **Community Liaison Committee – Naimah O’Neal**

Discussed a suggestion to maximize the involvement of consumers the committee is working on a plan to conduct mini forums, and to go where the consumers are.

At the May 5th Community Forum there were attendees that didn’t know who Ryan White was, Naimah suggested that they start with the basics and provide background on Ryan White. CLC members were encouraged to create ideas to be brought to the August meeting. It was suggested that PC support the CLC committee, as well as providers and MCM to get consumers to the forums.

***New location for Community Forum was discussed. Robert Watkins continuum of care calendar shows where meetings are held. An offer was made by Robert to conduct mini-forums/meetings at Recovery Resource. The committee is also considering changing the time of the consumer meeting.

b. **Strategy & Finance Committee – Darryl Fore (2-major items)**

- i. *PSRA Upcoming Important dates & Activity* – June 29th to review epi & utilization data and establish service priorities and any additional directives.
- ii. *Proposal for reallocation* – Need a motion: Jason McMinn moved to reallocate \$35,246.83 to the transportation service category; \$7,020.25 to MCM and \$43,000.00 to Emergency Financial Assistance; motion 2nd by: James Stevenson

Discussion on the motion:

Grantee did not receiving funding requests during the RFP process for the total amount of funding allocated in the LPAP and MCM non-medical service categories. Also, there were requests for more funding than were allocated for the following service categories:

1. Medical transportation,
2. MCM and
3. EFA

*Grantee said Substance Abuse Outpatient should have money for reallocation in the future.

*Medication is the only thing PC funds in EFA.

*HIPSCA covers insurance over 301% -500% FPL.

VOTE: In Favor – 9 Oppose - 0 Abstain – 0

Motion passes



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Chris Ritter asked about what constitutes a slate and whether members with a conflict of interest can vote on the reallocation. In response, Sharron stated the Planning Council would have to determine what constitutes a slate and they had not made that determination yet.

iii. *Changes to Service Category Update*

1. "To expand EFA Service category to add prescription eyeglasses by exception, if the need is HIV-related and is a medical necessity," (this would be an RFP, the Grantee felt the timing was perfect since the change would take place for the 2017/18 grant year.

iv. *Directive Development Update – Darryl Fore*

June 29th free clinic, July 13th – PSRA process

1. Plan and implement an annual mandatory training for Part A (funded FTE's) CM, EIS, and Outreach providers.
2. Determine the system that EIS funded providers utilize for monitoring and tracking referrals (successful and unsuccessful) and report progress annually to PC.

d. *Membership, Retention & Marketing – Brenda Glass*

****No official meeting due to unforeseen circumstances****

- i. *Open Nomination Process period closed* – 6 new applicants, and 6 current members reapplied.

a. Membership & Reflectiveness update – current ratio of unaffiliated consumers 36%.

b. Nomination Package to Grantee – Application package is complete and submitted to the Grantee on June 10, 2016 to forward to the County.

- ii. *Motion – Approval of Non-Planning Council Application form*

Chris Ritter suggested the committee approve the application form; A motion was made to approve the Non-Planning Council Application form by Naimah O'Neal, Seconded by: Max Rodas

VOTE: In Favor – 8; Oppose – 0; Abstain - 0

Motion Passed

c. *Quality Improvement Committee – Jason McMinn*

1. QI committee met today
2. Kate Burnett Bruckman presented on Clinical Quality Management Plan
3. Reviewed PowerPoint presentation of the most recent 3 Needs Assessments to get ideas for future committee work.

Other Business - None



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Announcements - None

Adjournment

Motion: Jason McMinn Seconded: Kimberlin Dennis

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

Motion passes

Executive Committee
4:00 - 5:30pm
Quorum = 5 2016/17

	Executive Committee Members	Term	Mar	Apr	May	June
1	Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y
2	Kristina Knight	7/15 - 7/18	N	Y	Y	Y
3	Darryl Fore	7/15 - 7/18	N	Y	N	Y
4	Brenda Glass	7/15 - 7/18	Y	Y	Y	Y
5	Jason McMinn	7/15 - 7/18	Y	Y	Y	Y
6	Naimah O'Neal	3/14 - 3/17	N	N	N	Y
7	James Stevenson	8/13 - 8/16	N	Y	Y	Y
8	Chris Ritter	7/15 - 7/18	N	Y	N	Y
9	Max Rodas	3/14 - 3/17	Y	Y	Y	Y
	as of 6/15/16		3	8	6	9

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

Guest: Robert Watkins, Chris Krueger, Bob Candage