



**Cuyahoga Regional HIV Health Services Planning Council**  
*Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties*  
**Kimberlin Dennis, Kristina Knight Co-Chairs**

**Planning Council Minutes**

Wednesday, June 15, 2016

5:30 pm to 7:00 pm

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

Start: 5:37 End: 7:18 Co-chair: Kristina Knight

**Moment of Silence**

**Welcome and Introductions**

**Public Comment Opportunity – None**

**Approval of Agenda, June 15, 2016**

\*\*Changes to agenda:

1. Sharron Harris will give the Part B update
2. Executive committee to vote on directives
3. Housing Utilization Presentation
4. PC Vote on changes to Service category

Motion by Chris Ritter to approve the agenda as modified; Seconded: Naimah O’Neal

**VOTE:** In Favor: Unanimous Oppose: 0 Abstain: 0: *Motion passes*

**Approval of the Minutes, May 18, 2016**

Motion: Jason McMinn Seconded: Brenda Glass

**VOTE:** In Favor: 10 Oppose: 0 Abstain: 2 (Chris, Naimah)

**Ryan White Part B update – Sharron Harris**

1. The Part B program plans to issue another round of competitive Quality Improvement sub-grants for an April 1, 2017 start. The RFP is expected to be posted late Fall/early Winter. The goal is to fund projects focused on innovative strategies for helping people move through the HIV care continuum with a priority on mental health and young African-Americans.
2. OHDAP is now fully staffed and a vacant Epidemiology position was filled this week.
3. The work of the Ohio Integrated HIV Prevention and Care Plan continues statewide. If you are interested in receiving information about the draft plan and/or the regional meetings related to the plan, please contact [susan.dicocco@odh.ohio.gov](mailto:susan.dicocco@odh.ohio.gov).
4. The Part B Advisory Group meeting was held on Thursday, June 9<sup>th</sup>. There was a discussion about the possibility of combining with the Ohio Community Planning Group



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(HIV Prevention's statewide planning group). It was decided to have a combined meeting twice a year while maintaining separate meetings the remainder of the year. The next combined meeting of the two planning groups will be the end of July.

### **Grantee Report**

#### **a. FY2015 Utilization Report Close-out**

- Expenditure Report – Expenditures should be at 100%, by GY2015 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.
- There is a reallocation from S&F today. Contract addendums will be sent out after PC vote.

#### **c. 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 25<sup>th</sup> Community Partners and Consumers meetings.
- Clinical Quality Management committee had its kick off meeting on June 6<sup>th</sup>. 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 on the committee (Jason McMinn).
- Grantee office submitted the PSRA data request to the PC manager.
- A Reallocation is requested for today.

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## Planning Council Training

### a. PSRA Orientation – Sharron Harris

- Members were given an orientation to the PSRA Process, including the legislative background & HRSA expectations, PSRA principles, guidelines and procedures, components of the process and sound practices and the timelines for completing the process and reporting the decisions to the Grantee for the Part A Application.
- Chris Ritter reminded members that when establishing services Priorities it doesn't matter who pays, it is what's considered most important to the needs of PWAs.
- Sharron Harris was very specific regarding the COI, what is and is not acceptable for the process and how the PC manage COI, stating that all PC members are responsible to help manage COI.
- Conflicted members can only vote on a slate of services, not an individual service category for which they have a COI.
- See Timeline for more details - **\*\*Question:** Does PSRA influence any providers when they request funding? **Answer:** No, they need to follow service definitions. It can be reallocated at a later time. Providers are encouraged by the grantee to attend the PSRA meetings so they hear the feedback regarding services.

### b. Housing Utilization Presentation – Tammie Jones

1. A PowerPoint presentation of HOPWA funded housing utilization
2. TBRA - Tenant based rental assistance
3. Carry over dollars are from prior years, this makes up the current financial dollars.
4. Next year award is expected to be approximately \$900,000.00
5. TBRA slots did open up, they are managed by Eden, there is an application process, there may not be funding for it, it is advised not to put more money into this service, if so it could eliminate the services for ARAP.
6. \*Can TBRA clients be moved into another assistance and open up slots for others.
7. How many consumers are in need of housing vs. how many get assistance – need to look at data. Tammie was asked whether housing applications that don't receive assistance are tracked to get an idea of the actual need.
8. There are 5 inclusive housing case managers.
9. EFA does not fund housing.

### b. Epidemiology Profile Presentation (*Ashtabula, Geauga, Lake, Lorain & Medina Counties*) – **Vino Sunduram, Cleveland Dept. of Public Health**

1. The handout was presented and reviewed.
2. Data was reviewed from 2014, and the source was the Ohio Dept. of Health
3. Target zip code is where they report as their place of residence.
4. Target zip codes are: 44128, 44121, 44110, and 44122.



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### Planning Council Business

- a. *Motion* – “To approve the Non-Planning Council Member Application Form”

Motion: Naimah O’Neal Seconded: James Stevenson

**VOTE:** In Favor - 11; Oppose - 0; Abstain - 0

**Motion Passed**

- b. *Reallocation motion* – “To reallocate \$35,246.83 to the transportation service category; \$7,020.25 to MCM and \$43,000.00 to Emergency Financial Assistance.”

Motion: Chris Ritter Seconded: James Stevenson

**VOTE:** In Favor: 10 Oppose: 0 Abstain: 1 (Dr. Gripshover)

**Motion Passed**

- c. *Directives*, the addition of two (2) new directives:

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

1<sup>st</sup> Motion from the Executive Committee Members ONLY, “To approve both Directives as presented” Motion by Chris Ritter; Seconded: Naimah O’Neal

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

**1<sup>st</sup> Motion passes from Executive Committee Members**

2<sup>nd</sup> Motion PC, “To approve both Directives as presented” Motion by Chris Ritter, Seconded: Naimah O’Neal

**VOTE:** In Favor – 10: Oppose – 0: Abstain - 0

**Motion Passed**

- d. *Motion* - “To expand EFA Service category to add prescription eyeglasses by exception, if the need is HIV-related and is a medical necessity”

**VOTE:** In Favor – 10: Oppose – 1: Abstain - 0

**Motion Passed**

- c. Progress, and update PC New Candidate Nomination Package

Sharron has submitted all new and renewal applications to the Cuyahoga Board of Health. Claire Boettler will submit them to the County for processing.

**Committee Reports** – postponed due to PSRA Data Presentations

**Other Business** – postponed due to PSRA data presentations

**Public Comment Opportunity** - None

### Announcements

Integrated Faith Assembly 10915 Morison Ave Cleveland

Saturday June 18, 2016 12:00 – 5:00 pm



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Go online to: [TransformingCareConference.com](http://TransformingCareConference.com)

For information regarding how to submit for the proposal

**Adjournment** - Motion: Naimah O'Neal    Seconded: Chris Ritter

**VOTE:** Unanimous

**Planning Council Committee**  
**5:30 - 7:00pm**  
**Quorum = 10                    2016/17**

	PC Council Member	Term	Mar	Apr	May	Jun
1	Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y
2	Kristina Knight	7/15 - 7/18	N	Y	Y	Y
3	Susan Dicocco	8/13 - 8/16	Y	Y	Y	N
4	Clinton Droster	7/15 - 7/18	N	N	Y	N
5	Melissa Federman	8/13 - 8/16	Y	Y	N	N
6	Darryl Fore	7/15 - 7/18	N	Y	N	Y
7	Brenda Glass	7/15 - 7/18	N	Y	Y	Y
8	Barbara Gripshover, MD	3/14 - 3/17	N	Y	Y	Y
9	Desi Johnson	7/15 - 7/18	N	Y	Y	N
10	Bryan Jones	8/13 - 8/16	N	Y	N	N
11	Tammie Jones	7/15 - 7/18	Y	Y	Y	Y
12	Tina Marbury	7/15 - 7/18	Y	Y	Y	N
13	Jason McMinn	7/15 - 7/18	Y	Y	Y	Y
14	Naimah O'Neal	3/14 - 3/17	N	N	N	Y
15	Chris Ritter	7/15 - 7/18	N	Y	N	Y
16	Marlene Robinson-Statler	3/14 - 3/17	N	N	N	N



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17	Max Rodas	3/14 - 3/17	Y	Y	Y	Y
18	James Stevenson	8/13 - 8/16	N	Y	Y	Y
19	Leshia Yarbrough- Franklin	8/13 - 8/16	N	Y	Y	Y
	as of 6/15/16		<b>7</b>	<b>16</b>	<b>13</b>	<b>12</b>

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

**Guest:** Robert Watkins, Merle Gordon, Kara Rubin, Doug Vest, Vino Sundaram, Kim Rodas, Talib Mahdi, Tracy Johnson