

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 Minutes

Wednesday, June 8, 2016

1: 00 pm to 2:30 pm

St. Augustine Health/Ursuline Piazza Campus – 5th Floor Education Room
7801 Detroit Avenue, Cleveland, OH 44102

Start: 1:08 End: 2:35 Co-chair: Max Rodas

Moment of Silence

Welcome and Introductions

Approval of Agenda, June 8, 2016

Motion: Kimberlin Dennis Seconded: Desi Johnson

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

Approval of Minutes, May 11, 2016

Motion: Kimberlin Dennis Seconded: Desi Johnson

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

Clinton Droster has a question regarding page 2 of the minutes: PSRA meeting time has a question mark, what does that mean? Sharron Harris explained the question mark was to confirm & seek approval of the time to be allocated for PSRA activity on June 29 and July 13. The time allocated and agreed upon was 12:00 noon – 5:00 pm, both dates.

Grantee Report – presented by Melissa Rodrigo

- a. **GY2015 Utilization Closeout** - The Grantee is beginning closeout of GY2015. There were no outstanding funding requests from providers. All requests for additional funding were addressed. The final GY2015 expenditures are at 90.90 %. The split is 77.45 Core and 22.55 Support. Members were reminded that this is the Final GY2015 report given this month and it's the close-out for GY2015. The unallocated Direct Services amount at the end of GY2015 is \$361,928.09, minus the Carryover amount of \$140,222.00 (to be allocated to Oral Health), for a total remaining balance of \$221,706.09 unspent in GY2015. There were no questions from the committee members.
- b. **FY2016 Utilization Update** - The FY2016 invoices are starting to come in for payment. Members were asked to provide feedback if they wanted changes in the format of the current report, having received none, the report will continue to be presented in the current format.

The remaining GY2016 award was received. The amount totals \$4,539,408.00, this is an increase of \$65,172.00 over the prior grant year. The current grant year award is from March 1, 2016 through February 28, 2017. There is a reallocation for S&F today and contract addendums will be sent out after PC Vote.

- c. **Administrative Update**

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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

The grantee submitted a reallocation request with the following recommendations: To reallocate \$35,246.83 to transportation; \$7,020.25 to MCM and \$43,000.00 to Emergency Financial Assistance.

Motion for a recommendation to approve the reallocation request was made by Kimberlin Dennis; Seconded by: Naimah O'Neal.

Discussion regarding the motion was initiated by Max Rodas

- Max suggested the committee should be looking at utilization data as the key for proper allocation of funds, the Grantee is legally bound to follow Planning Council direction for allocation of funds, Planning Council should know what categories get other funding such as; what Medicaid covers, Part B, C, D as well. Sharron Harris and the Grantee reiterated again that Planning Council should watch the trends from previous years (*4 years of data is available and has been reviewed in the past*). Also, Sharron and Grantee remind the members that they are given the expenditure every month and should be using that to help with decision making. The Grantee reminded the committee that they advised Planning Council to not to put money in Substance Abuse – Outpatient, but they did it anyway. Going forward, the Grantee volunteers to give highlights of services in need of funding and those that are over funded. Discussion ended, the request for final vote on the motion.

- Motion: To reallocate \$35,246.83 to transportation; \$7,020.25 to MCM and \$43,000.00 to Emergency Financial Assistance.

VOTE: In favor of the Motion: 7 Oppose: 0 Abstain: 0

Motion passes

- Sharron Harris and the Grantee have given several handouts to show the trends, final dollars for 2015 and what to look for in 2016.
- Clinical Quality Management committee held its first meeting on June 6, 2016. The National Quality Center Director joined the meeting, he will continue to work with committee. Jason McMinn is the Planning Council representative on the committee.
- The Grantee submitted all data request to the Planning Council managers.

The 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 meeting, May 25, 2016, with Community partners and consumers meetings.

Notes will be forwarded to Planning Council support for distribution.

Data request has been submitted.

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New/Old Business

a. Training for S&F Members

i. *Housing Utilization* – tabled, Tammie Jones was unable to attend the meeting due to an emergency. Sharron Harris said she would try to reschedule with Tammie to conduct the training at next week's full Planning Council meeting.

b. PSRA Process Update:

i. *Directive Workgroup Update* – there were no directives identified as results of the May 18th directives workgroup meeting. The group had a discussion to get a better understanding of what a directive is. Sharron Harris made suggestions for committee consideration. Possibly conduct a mandatory training for MCM to be done by the grantee. As learned from the Community Forum, some consumers were unaware of the HIV services available and Bryan Jones requested a Fact sheet that would include eligibility criteria, etc. It was stated that EIS and Outreach is how the effort is achieved.

Sharron Harris proposed the following ***draft directives*** for consideration:

a. Grantee must plan and implement an annual mandatory training for Part A funded CM, EIS and Outreach.

b. Determine the system EIS funded provider's utilize for monitoring and tracking referrals (successful and unsuccessful) and report progress annually to PC.

(A discussion took place with guidance from the grantee). The ***final*** version of directive agreed to were:

1. Plan and implement an annual mandatory training for Part A funded Case Managers, EIS and Outreach FTEs.
2. Determine the system EIS funded providers utilize for monitoring and tracking referrals (successful and unsuccessful) and report progress annually to the Planning Council. A measurable outcome is possible, request a presentation on the outcomes. S&F will present the directives to Executive Committee at the June 18th meeting

ii. *Confirm any proposed changes to Service Categories (i.e. EFA, Legal Services (other professional services))* A recommendation was made to eliminate LPAP and transfer funding to EFA. It was also recommended to add eyeglasses as an addition to be covered under EFA. "need for eyeglasses to be covered under EFA would be based on HIV-related problem and medical necessity." Sharron Harris asked members to please participate in this discussion, she states that the definition of Planning Council is to "plan" and this committee needs to take part. **Grantee states Planning Council is at its max for support services and these are both support services. Melissa felt that adding eyeglass if it is a medical necessity would not be too expensive and the transfer of funding previously allocated to LPAP should be sufficient.

Motion: "To expand EFA Service category to add prescription eyeglasses by exception, if the need is HIV-related and is a medical necessity," moved by Naimah O'Neal; Seconded: Clinton Droster.

VOTE: In favor – Unanimous; Oppose – 0; Abstentions – 0

Motion passes

c. Review Expenditures by Service Category (Trends for potential Directive discussion?) – due to time limitation no additional discussion.

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d. **Conduct Assessment of the Efficiency of the Administrative Mechanism** – the committee was reminded that the AEAM has to be started immediately after PSRA, if there are changes to the questions, please contact Sharron Harris.

e. **Conduct a progress review on Committee work products** – no discussion due to time limitation

Next Steps

Announcements

Adjournment

Motion: Max Rodas Seconded: Darryl Fore

VOTE: In favor – unanimous

	Strategy & Finance Committee					
	1:00 - 2:30pm					
	Quorum = 4 2016/17					
	S & F Members	Term	Mar	Apr	May	June
1	Darryl Fore Co-chair	7/15 - 7/18	Y	Y	Y	Y
2	Max Rodas Co-chair	3/14 - 3/17	Y	N	Y	Y
3	Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y
4	Desi Johnson	7/15 - 7/18	N	Y	Y	Y
5	Melissa Federman	8/13 - 8/16	Y	Y	N	N
6	Tammie Jones	7/15 - 7/18	N	Y	N	N
7	Clinton Droster	7/15 - 7/18	Y	Y	Y	Y
	as of 6/8/16		5	6	5	5