

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Co-Chair



Executive Committee Minutes

Wednesday, August 17, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue ☐ Cleveland, OH 44102

Start: 4:10 End: 5:25 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda, August 17, 2016

Motion: Brenda Glass Seconded: Naimah O'Neal

Vote: In Favor: All Oppose: 0 Abstain: 0

Approval of the Minutes, June 15, 2016

Motion: Max Rodas Seconded: Naimah O'Neal

Vote: In Favor: 5 Oppose: 0 Abstain: 1

Approval of Planning Council Agenda, August 17, 2016

Motion: Naimah O'Neal Seconded: Brenda Glass

Vote: In Favor: All Oppose: 0 Abstain: 0

Grantee Report

- a. *Ad Hoc Integrated Plan* – the committee continued to provide feedback on the integrated plan. Ad Hoc committee comment period is closed, final comments are being submitted to ODH. Ad Hoc members are ok with proceeding with the current version of the plan. The Planning Council Chair will sign on off on letter as well as the Project Director and submit to ODH.
- b. *Clinical Quality Management* – the committee had its kick off meeting on June 6th. The National Quality Center Director joined in the facilitation of the first meeting and will continue to work with the CQM. Planning Council has a designated liaison on the committee. The Grantee is working with sub-recipients to identify a baseline for viral load suppression as well as working with support service providers. The upcoming meeting will be scheduled soon in accordance with the results of the recent survey monkey sent to committee members in September or October. The Grantee continues to work with the National Quality Center.
- c. *FY15 items* – All federal reports for the FY15 grant have been submitted to include the Annual progress reports, final allocations table, FFR (Federal Financial report) and the FY15 Carryover request for FY16 (\$140,222.00).

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d. *FY16 items* – FY16 Program terms report has been submitted.

1. *Expenditure Report FY16* – Comment period on the format of the Expenditures report is now closed. There are a few service categories that have been identified as needing additional funding by sub-recipients HIPSCA, MCM and OAMC for core and legal service for support. Grantee is conducting budget meetings at the end of August with providers to identify needs. In addition, the grantee announced it has a list of oral health exceptions on file that are waiting additional funding.

Please note the split is 80.17% Core and 19.83% Support total expenditures is 23.91%. The spending report is based on four months of utilization; the expenditure levels should be at 34% with a 2.5 variance.

Green = underutilization,

White = on target,

Red = Over utilization

The Grantee reported the FY16 grant award total is \$4,539,408.00, a \$65,172.00 increase from the FY15 award. Anticipated carryover of \$140,222.00 should arrive around October or November of 2016. These funds are allocated for oral health services.

Planning Council Business

- a. *Planning Council Operating Budget* - Sharron Harris reviewed the handout of the PC operating budget for FY2016 with the Executive Committee. It is 30% of the total administrative costs. This will be shared each year with the committee. Members were reminded the Planning Council staff would continue to manage cost by maintaining free meeting space, and managing other costs of running Planning Council meetings. A suggestion was made to send a thank you letter to Sr. Susan for the use of the room.
- b. *PSRA Results* – Sharron Harris presented the PSRA final decisions (projected for all to view). She pointed out both the waiver allocation plan as well as Reviewed the allocation plan without the waiver request and noted both allocation decisions were based on a grant request of \$5 Million.
 - The question was posed as to whether there is there a cap on percentage of dollars that can be allocated to support. The response was no, but the Grantee conducted research and found that prior applications for waivers that were

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approved, has been around 27% or less. The waiver justification will be mainly based on the need for Part A funds to pay for FTE to assist clients with housing needs, which frees up more HOPWA dollars for direct housing).

- 2017 Directives were reviewed, projected and emailed to all members.
- Discussed the feedback form and the need to have members and non-members complete them. They will be attached to the PC agenda and minutes going forward.
- Sharron Harris reviewed the feedback from the PSRA meeting and the importance of attending and completing the feedback form. Some of the feedback recommendations were, S&F needs to work on better explaining the PSRA process; determine how to better present the data and use larger font sizes on handouts.

C. *AEAM Results* - Legislative Responsibility of PC, assess how efficient funds are allocated to the TGA (Transitional Grant Area). The 5 questions were reviewed; these are the same questions over the last couple of years. Sharron Harris, Planning Council Technical Support, shared the responses to the questions with all members. There has been no disruption of services to clients. The reallocations were carried out in a timely manner with full participation from the Planning Council. Funds were allocated in accordance with the Planning Council's PSRA decisions. AEAM Summary indicated that continuity of service delivery continues without disruption. The Planning Council will continue to seek ways to improve the efficiency of its administrative mechanism.

d. *Progress update from the HRSA Project Officer* - Call canceled

Committee Reports – Committee reports were suspended and will be presented during Planning Council

- a. *Community Liaison Committee* – suspended due to time, will be presented at Full Planning Council.
- b. *Strategy & Finance* – suspended due to time, will be presented at full Planning council
- c. *Membership, Retention & Marketing* – Brenda Glass - Mentorship program is ready to implement, need members to volunteer or be appointed to Mentor new members to acclimate them to how the PC operates.

Vote: On a motion to hold a special open enrollment to begin immediately and close in January

Motion by: Max Rodas Seconded: Naimah O'Neal

In Favor: 7 Oppose: 0 Abstain: 0

d. *Quality Improvement* – suspended due to time, will be presented at Full Planning Council.

Other Business

None

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Announcements

None

Adjournment

Motion: Naimah O’Neal Seconded: Darryl Fore

Vote: In Favor – all, Oppose – 0; Abstain - 0

Executive Committee																
4:00 - 5:30pm																
Quorum = 6 2016/17																
Executive Committee Members	Term	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	# of Abs.		
1 Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y	P	Y							0		
2 Terry Allan	7/15 - 7/18	N/A	N/A	N/A	N/A	S	Y							0		
3 Merle Gordon		N/A	N/A	N/A	N/A	R	N							1		
4 Darryl Fore	7/15 - 7/18	N	Y	N	Y	A	Y							2		
5 Brenda Glass	7/15 - 7/18	Y	Y	Y	Y		Y							0		
6 Jason McMinn	7/15 - 7/18	Y	Y	Y	Y		N							1		
7 Naimah O'Neal	3/14 - 3/17	N	N	N	Y		Y							3		
8 James Stevenson	8/13 - 8/16	N	Y	Y	Y		Y							1		
9 Chris Ritter	7/15 - 7/18	N	Y	N	Y		Y							2		
10 Max Rodas	3/14 - 3/17	Y	Y	Y	Y		Y							0		
as of 8/17/16		3	8	6	9		8									

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

Guest: None