

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Merle Gordon, Terry Allan Co-Chairs



Executive Committee Minutes

Wednesday, September 21, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 4:12 End: 5:35 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda, September 21, 2016

Motion: Jason McMinn Seconded: Max Rodas

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

Approval of the Minutes, August 17, 2016

Motion: Naimah O'Neal Seconded: James Stevenson

VOTE: In Favor: 7 Oppose: 0 Abstain: 1

Approval of Planning Council Agenda, September 21, 2016

Motion: Brenda Marshall Seconded: Merle Gordon

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

Grantee Report

Administrative Report

Ad Hoc Integrated Plan committee provided its final review of the State of Ohio's Integrated Plan. The Ad-hoc committee had no additional changes for the plan, and all requested changes were added by ODH. Planning Council Chair will sign off on the "Letter of Concurrence" as well as the Project Director and submit to ODH. ODH will provide Part A grantee final copy by September 28th. The next ODH Integrated Plan steering committee will be in October of 2016.

Clinical Quality Management committee is getting ready to schedule its second meeting. The grantee continues to work with the National Quality Center. Planning Council has a designated liaison on the committee. Grantee is working with sub-recipients to identify a baseline of viral load suppression as well as working with support service providers.

The Grantee is working on the FY17 grant application. The Grantee was unable to get updated CY15 incidence and prevalence data from ODH.

The grantee is coordinating in conjunction with HOPWA two trainings for the non-medical case managers, on Healthy Homes/Bed Bugs and Housing Equity issues.

The Grantee's office and PC Co-Consumer Chair attended the mandatory Ryan White conference sponsored by HRSA. HRSA highly recommended not submitting core waiver application with the CY2017

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grant application response when asked on 9-14-16. The waiver will be submitted after the application is uploaded.

Expenditure Report FY16

Grantee has concluded all budget meetings for FY16 funding. In addition, Melissa Rodrigo reported having a list of oral health exceptions on file that are waiting additional funding.

The Grantee presented a reallocation request as approved by the S&F committee. The recommendations for reallocation was as follows:

OAMC – increase \$110,000

MCM – Increase \$79,122

EIS – decrease \$25,896

EFA – increase by \$2,000

Oral Health – decrease \$69,199.86 with hopes the carryover anticipated soon will fill the gap.

Mental Health – decrease by \$73,214.41

Psychosocial support – decrease by \$6,250

Substance abuse – outpatient – decrease by \$70,856.12

Substance abuse – residential – decrease by \$12,829.31

Outreach services - decrease by \$26,896

Legal Services – increase by \$14,019.70

HIPCSA – increase by \$80,000

The vote and final decision on the reallocation request will be presented during the S&F committee report.

Melissa Rodrigo provided handouts of expenditure reports.

Please note the split is 77.04% Core and 22.96% Support total expenditures is 34.51% spending is based on five months should categories be at 41% with a 2.5 variance. In FY15 we were at 33.03% of expenditures to equal \$1,256,138.19.

Green = underutilization, White = on target, Red = Over utilization. The FY16 grant award \$4,539,408.00 this is 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) Monitor PCAT for Compliance

Sharron Harris reviewed the PCAT on the screen.

(PC Support Contractor, PC Consumer Co-chair and CLC co-chair met with Radio 1 to possibly do a Public Service Announcement for the Nov. 10th community forum)

Sharron stresses the importance of the responsibilities of all members to get the work identified on their work plan completed.

b) Review Planning Council PC/Grantee MOU – Sharron Harris reviewed the PC/Grantee MOU on screen. All Executive Committee members were sent a copy of the MOU, received via email for review. The document lays out how grantee and PC work together.

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Commitment between both parties and establishes a relationship of cooperation.

c) Provide monthly progress update from HRSA Project Officer

Kimberlin gave the report: Monique was updated on the committee's progress, mentoring program, etc.

d. Progress Report on compliance to the HRSA Corrective Action Plan

Sharron Harris reported that PC has completed all but one action. This was projected on the screen. She also reviewed the completed tasks. This has been sent to HRSA.

Committee Reports

a. Community Liaison Committee

Naimah O'Neal- reviewed flyer for community forum, agenda for forum, need to create slides to do mini trainings at support groups. The goal: bring awareness to clients regarding Ryan White services. Add palm card to discussion.

b. Strategy & Finance

Darryl Fore – Reported on the Reallocation recommendation and requested a vote from the Executive Committee

Motion for the reallocation was made by Jason McMinn Seconded: James Stevenson

VOTE: In Favor: 6 Oppose: 0 Abstain: 1

Motion passed

The Strategy and Finance will take the lead for PSRA and participate in special training but recommends the entire PC participate in PSRA training annually.

c. Membership, Retention & Marketing

Naimah O'Neal - No quorum

Reviewed the Open Nomination form, monitor attendance, will start to acknowledge members for good attendance, discussion regarding committee plans – assignment of mentors
Committee agreed to hold Orientation training on Oct. 12th, from 12:00 Noon to 4 p.m. in the place of the 2nd Wednesday regular meeting time slots and repeat the training again on November 9th from 2:30 pm – 6:00 pm.

Darryl Fore made the motion to conduct the training during the regular meeting schedule on October 12th the motion was seconded by: Naimah O'Neal

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

d. Quality – Jason McMinn

The committee met before this meeting. They are looking into housing through Part A and B, discussed HOPWA, and discussed the Needs Assessment around Housing.

Other Business

None reported

Announcements

Naimah O'Neal, made an announcement for colleagues to encourage clients to Register to vote. She made available registration cards and information on registration.

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Kimberlin Dennis announced the Ministry of Hope Education program 4-6, An HIV and STI Education Workshop on Sunday October 16th, at New Light MB Church, 12700 Corlett Avenue, Cleveland, OH.

There will be a Brunch in Honor of Jacqueline Haft, at Taylor Murdis October 22, 2016 starting at 12 Noon.

Adjournment

Motion: Darryl Fore Seconded: Naimah

VOTE: In Favor: Unanimous

	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	Y						0
2	Terry Allan	7/15 - 7/18	N/A	N/A	N/A	N/A	S	Y	N						1
3	Merle Gordon		N/A	N/A	N/A	N/A	R	N	Y						1
4	Darryl Fore	7/15 - 7/18	N	Y	N	Y	A	Y	Y						2
5	Brenda Glass	7/15 - 7/18	Y	Y	Y	Y		Y	Y						0
6	Jason McMinn	7/15 - 7/18	Y	Y	Y	Y		N	Y						1
7	Naimah O'Neal	3/14 - 3/17	N	N	N	Y		Y	Y						3
8	James Stevenson	8/13 - 8/16	N	Y	Y	Y		Y	Y						1
9	Chris Ritter	7/15 - 7/18	N	Y	N	Y		Y	N						3
10	Max Rodas	3/14 - 3/17	Y	Y	Y	Y		Y	Y						0
	as of 9/21/16		3	8	6	9		8	8						

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

Guest: Robert Watkins, Kim Rodas, Bob Candage