

# **Cuyahoga Regional HIV Health Services Planning Council**

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

**Kimberlin Dennis, Merle Gordon, Terry Allan Co-Chairs**



## **Planning Council Minutes**

Wednesday, September 21, 2016

5:30 pm to 7:00 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

**Start: 5:45 End: 7:01 Co-chair: Kimberlin**

**Moment of Silence**

**Welcome and Introductions**

**Public Comment Opportunity**

None

**Approval of Agenda, September 21, 2016**

Motion: James Stevenson Seconded: Naimah O'Neal Favor: All Oppose: 0 Abstain: 0

**Approval of the Minutes, August 17, 2016**

Motion: James Stevenson Seconded: Naimah O'Neal Favor: 12 Oppose: 0 Abstain: 2

**Ryan White Part B Update - Susan DiCocco**

1. The Ohio Integrated HIV Prevention and Care Plan for 2017-2021 is being reviewed and approved by the Ohio Department of Health as well as both Ryan White Part A grantee administration. It is expected the plan will be submitted to CDC and HRSA on Wednesday, September 27<sup>th</sup>. A copy of the plan will be posted on the ODH website.
2. The annual monitoring site visits for the Part B case management grants are starting next month.
3. Ryan white Part B and OHDAP had their HRSA comprehensive monitoring site visit in July. There were a couple of findings including our time and accountability system, our fee-for-service fee schedule and sub-recipient monitoring. ODH staff is currently working to respond to the final report which is expected in mid-October.
4. Ryan White Part B will be issuing two competitive Requests for proposals in November. One is for medical and non-medical case management and the other one is for quality innovation strategies focused on improving access to and retention in care as well as viral suppression. The QI Innovations grants will be for strategies focused on helping people living with HIV/AIDS who are under age 30 (youth), over age 45 (aging), Black/African-American and/or living with a mental health diagnosis. Both grants will be due mid-December and funded projects will start April 1, 2017.
5. A reminder from OHDAP that Medicare open enrollment is from 10/15-12/17/16. Changes regarding clients' payment information must be submitted to OHDAP no later than 12/9/16.

**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 as well as the Project Director and submit to ODH. ODH will provide Part A grantee final copy on September 28<sup>th</sup>. The next ODH Integrated Plan steering committee will be in October of 2016.

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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. Melissa Rodrigo reported the Grantee was unable to get updated CY15 incidence and prevalence data from ODH.

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

The Grantee's office and PC Co-Chair attended the mandatory Ryan White conference sponsored by HRSA. HRSA highly recommended not submitting core waiver application with grant application 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. In addition, Melissa Rodrigo reported a list of oral health exceptions on file that are waiting additional funding.

Planning Council reallocation decisions were 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

Legal Services – increased by \$14,019.70

Outreach services - decrease by \$26,896

**HIPCSA – increase by \$80,000**

*Reallocation vote:* A motion was made by Darryl Fore to vote on the reallocate proposal approved in S&F and Executive Committee to approve the reallocation as recommended by the Grantee with the changes that would leave \$2,000 in EFA with the remaining balance of \$14,019 put into Legal Services.

The motion was seconded: Max Rodas

**VOTE:** In Favor: 14 Oppose: 0 Abstain: 2

*Motion passed*

Melissa Rodrigo provided handouts of expenditure reports.

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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.

- a. FY2016 Utilization Update

### **Planning Council Training**

- a. Overview of PC New Member Orientation – Sharron Harris reviewed on screen Training on October 12<sup>th</sup> at St. Augustine's, 12:00 – 4:00  
Sharron reviewed the agenda for the training so members were prepared for what will take place and be discussed.

### **Planning Council Business**

- a. Monthly progress update from HRSA Project Officer  
Kimberlin gave the report: Monique was updated on the committee's progress, mentoring program, etc.
- b. Progress Update on pending applications to join PC  
Application approved, as of September 13, 2016
- c. Progress update on compliance with HRSA Corrective Action Plan  
Sharron reviewed the progress report to HRSA, all items are complete except one. Comprehensive planning is the only one not completed, this will be on going. HRSA is pleased with the progress.
- d. Progress update on compliance with PC Activity Timeline (PCAT)- Tasks still to be completed but committees are making progress. Sharron explained extensively that the PCAT is a listing of the task each committee has planned to accomplish during the year. The timeline outlines the months in which the tasks are to be completed. The PCAT is a compilation of the work of each committee rolled into a single document and is the responsibility of the Executive Committee to ensure the work is accomplished.

### **Committee Reports – See Executive notes**

- 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 – Reallocation recommendation needed:  
Strategy and Finance will take the lead for PSRA and participate in special training.
- 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 – mentors  
Do training on Oct. 12<sup>th</sup>, noon to 4 which is during regular meeting hours and at November 9<sup>th</sup> meeting as well.

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**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**

**Public Comments**

See Nueva handout for Trick or Treat candy donations

Sept 26 Free Clinic, Reducing Barriers, 6-8pm food and transportation provided

**Announcements**

Oct. 6<sup>th</sup> at Max Hayes High School, variety of venues, Rita Mareno, time: 10:00 am-3:00 pm. This is a big Latino event.

Register to vote, ATF and metro partnering Oct 21<sup>st</sup> at ATF, food and refreshments.

Ministry of hope Oct 16

**Adjournment**

Motion: Naimah O’Neal      Seconded: Robert Watkins

**Vote:** In Favor: All

PC Council Member	Term	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	# of Abs.
1 Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y		Y	Y						0
2 Terry Allan	7/15 - 7/18	N/A	N/A	N/A	N/A		Y	N						1
3 Merle Gordon		N/A	N/A	N/A	N/A		N	N						2
4 Susan Dicocco	8/13 - 8/16	Y	Y	Y	N		N	Y						2
5 Clinton Droster	7/15 - 7/18	N	N	Y	N		N	N						5
6 Melissa Federman	8/13 - 8/16	Y	Y	N	N	P	Y	N						3
7 Darryl Fore	7/15 - 7/18	N	Y	N	Y	S	Y	Y						2
8 Brenda Glass	7/15 - 7/18	N	Y	Y	Y	R	Y	Y						1
9 Barbara Gripshover, MD	3/14 - 3/17	N	Y	Y	Y	A	Y	Y						1
10 Desi Johnson	7/15 - 7/18	N	Y	Y	N		Y	Y						2
11 Tracy Johnson								N						1
12 Bryan Jones	8/13 - 8/16	N	Y	N	N		N	Y						4
13 Tammie Jones	7/15 - 7/18	Y	Y	Y	Y		Y	N						1
14 Chris Krueger								Y						0
15 LeAnder Lovett	9/16 - 9/19							N						1
16 Tina Marbury	7/15 - 7/18	Y	Y	Y	N		Y	Y						1
17 Jason McMinn	7/15 - 7/18	Y	Y	Y	Y		N	Y						1
18 Naimah O’Neal	3/14 - 3/17	N	N	N	Y		Y	Y						3
19 Chris Ritter	7/15 - 7/18	N	Y	N	Y		Y	N						3
20 Marlene Robinson-Statler	3/14 - 3/17	N	N	N	N		Y	Y						4
21 Max Rodas	3/14 - 3/17	Y	Y	Y	Y		Y	Y						0
22 Maurice Smith								Y						0
23 James Stevenson	8/13 - 8/16	N	Y	Y	Y		Y	Y						1
24 Alan Taege, MD								N						1
25 Robert Watkins								Y						0
26 Leshia Yarbrough- Franklin	8/13 - 8/16	N	Y	Y	Y		Y	Y						1
as of 9/21/16		7	16	13	12		15	17						

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

Guest: Kim Rodas, Nolan Stevens, Ismael Flores, Doug Vest, Vino Sundaram, Christy Nicholls