

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, November 16, 2016

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus
7801 Detroit Avenue, Cleveland, OH 44102

Start: 4:05 pm

End: 5:30 pm

Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda, November 16, 2016

Motion: Jason McMinn Seconded: Max Rodas Favor: All Oppose: 0 Abstain: 0

Motion passed

Approval of the Minutes, October 19, 2016

Motion: Jason McMinn Seconded: Brenda Glass Favor: 4 Oppose: 0 Abstain: 2

****Correction grantee report #3 add "are" not "our"

Approval of Planning Council Agenda, November 16, 2016

Motion: Max Rodas Seconded: Brenda Glass Favor: All Oppose: 0 Abstain: 0

Grantee Report – Melissa Rodrigo (see handout)

a. Administrative Update

State Integrated Plan Committee continuing to in 2017. I have requested PC identify a committee to address ongoing local actions/progress of the plan. The Grantee recommended the PC and local Prevention have 2 joint meetings a year to improve coordination between prevention & care.

Clinical Quality Management committee conducted its second meeting on October 24th. The focus was the new National Quality Center's disparities tool. Clinical Quality Management committee members will be using the calculator to review their own data in the coming months.

October 24th the grantee conducted its semi-annual Early Intervention of Individuals with HIV/AIDS (EIIHA) meeting in conjunction with local health departments and prevention service providers.

On November 4th the Grantee provided training for housing case managers on Healthy Homes and Bed Bugs to review what to look for when helping clients find housing.

The Grantee released the direct service RFP on November 10th with a due date of December 19th.

The Housing Focused Needs Assessment quotes were received and reviewed with a recommendation for Community Solutions to complete the work. They attended the PAHA meeting yesterday.

ODH will be proceeding with a comprehensive needs assessment for next year. Local involvement will be with the PC QI committee draft documents were provided to the co-chair and facilitator.

The Estimated Unobligated Carryover was approved by S&F totaling the maximum allowed of 5 % of our formula award totaling \$144,184 to be directed toward oral health. The Grantee will be seeking signatures from the co-chairs after December 1st, HRSA does not have the report uploaded to our reporting system as of today.

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*Request for a vote for on carryover 144,184.00 for Oral Health, co-chairs will need to sign off on this vote.

b. **FY2016 Utilization Update** – See handout

Please note the split is 76.76% Core and 23.24% Support total expenditures is 49.18% spending is based on six months should categories be at 58% with a 2.5 variance. In FY15 we were at 47 % of expenditures.

Categories red are HIPSCA, Foodbank and legal services

Green = underutilization, White = on target, Red = Over utilization

The grantee is still holding lists pending approvals for oral health services awaiting availability of additional funding. It is expected that all providers will spend their funds – no one is stating they have monies they are not going to use. Providers need to look at staffing and expenditures, please inform the grantee of any changes.

Planning Council Business

- a. Reviewed PCAT for Compliance - Sharron Harris reviewed and projected the PCAT – Planning Council Activity Timeline and encouraged each committee to come up with their committee’s work plan for the upcoming year.

Community Liaison Committee

1. Plan 2 Community Events – The CLC completed both Community forums
2. Plan and Organize Community Information Forums - Not complete
3. Capacity Building Activities - Not complete, the committee is still identifying training opportunities.
4. Establish & Maintain a Community Event Calendar - Community event calendar is still in progress (Robert sent an email to Naimah and James to incorporate the calendar he creates into the committee’s calendar).

Strategy & Finance

1. Training for S&F members - still working on this, Sharron Harris will present in January a schedule of activities required for conducting an effective PSRA process.
2. Conduct Assessment of the Efficiency of the Administrative Mechanism – this activity is a legislative requirement that is done yearly, and must continue.
3. Assist with Reallocation - This is an on going activity
4. Review expenditures - This is done monthly and presented in committee by the Grantee
5. Carry over request - Completed
6. Priority Setting – Resource Allocation – (PSRA) Completed
7. Create PCAT for next year – Completed, members need to develop their own PCAT for next year and give to Sharron Harris

Membership, Retention & Marketing

1. Open Nomination Process – the committee completed its first process, but is current conducting a “special Open Nomination” that will conclude in January 2017.
2. Attendance Policy – this activity is still in progress. There is a placeholder for the finished policy to be inserted into the Bylaw

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3. Analyze Federal Reflectiveness – The committee conducted a preliminary analysis, but will complete this in January after the special recruitment is closed to determine how well the PC reflects the HIV epidemic in the TGA.
4. PC Training Program - Complete
5. Monitor/Enforce Attendance Policy - In progress
6. Mentor Program - In progress and beginning in January, every new member will be assigned a mentor.

Quality Improvement

1. Review Scope of Work - on task
2. Quality Management Review - on task
3. Develop Work Plan - complete
4. Determine Data needed - complete
5. Continuum of Care - complete
6. Assign a Buddy - in progress
7. Identify areas for Needs Assessment - on task

Executive

1. Review and Approve 2016-17 PCAT - completed
2. Monitor PCAT - on task
3. Develop PC portion Of Memorandum of Understanding (MOU) - completed
4. Provide Monthly Progress report from HRSA call - on going
5. Monitor Corrective Action Plan - complete
6. January – committees need to develop their own PCAT and give to Sharron Harris in order to compile the PC 2017-2018 PCAT

Planning Council

1. PC Business - On task

All committees are expected to write their own PCAT and assign a member of their committee to lead each task identified in their committee's PCAT. This needs to be given to Sharron Harris not later than January 2017.

- b. Provide monthly progress update from HRSA Project Officer - No update – call was rescheduled for 11/17/16.
- c. Orientation/Training Progress Report - Completed, 2 sessions were held. Complete report in January. Pam will email the training feedback survey to all members attending the 2nd training for their feedback.

Committee Reports

- a. **Community Liaison Committee** – Naimah O'Neal
Community forum was great. Attendance was great, community input and involvement was good. There is a need to get transgender participation.
- b. **Strategy & Finance** – Darryl Fore
Voted on the carryover and approved, will present for vote. Reviewed PCAT
Darryl Fore made a Motion for carryover of \$144,184.00 for Oral Health Seconded: Chris Ritter
Favor: 8 Oppose: 0 Abstain: 0
Motion passed
- c. **Membership, Retention & Marketing** – Chris Ritter
Training took place instead of MRM meeting. Need to take care of new applicants.



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Discussed data – transgender is not collected in epi data. Request form completed for the grantee to give data on transgender, etc. Chris motioned, Seconded: Naimah
 Jason stated that this request was already completed through QI, and that grantee can provide.
 Ask Kate to present the data that was provided to QI committee.

Melissa Rodrigo asked if this was reflectiveness or service category.
 Sharron Harris suggested to use CareWare utilization data for now and compare to TGA epi data.

d. **Quality** – committee continue to discuss & support housing need assessment.

Other Business – none reported

Announcements

Circle Health
 Handouts for other are on the sign in table

Adjournment

Motion: Brenda Glass Seconded: Naimah O’Neal, approval Unanimous

Executive Committee 4:00 - 5:30pm Quorum = 6 2016/17		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	KD	KD				0
2	Terry Allan	7/15 - 7/18	N/A	N/A	N/A	N/A	S	Y	N	N					1
3	Merle Gordon	9/16 - 9/19	N/A	N/A	N/A	N/A	R	N	Y	N					1
4	Darryl Fore	7/15 - 7/18	N	Y	N	Y	A	Y	Y	N					2
5	Brenda Glass	7/15 - 7/18	Y	Y	Y	Y		Y	Y	BG	BG				0
6	Jason McMinn	7/15 - 7/18	Y	Y	Y	Y		N	Y	JM	JM				1
7	Naimah O’Neal	3/14 - 3/17	N	N	N	Y		Y	Y	N					3
8	James Stevenson	8/13 - 8/16	N	Y	Y	Y		Y	Y	JS	JS				1
9	Chris Ritter	7/15 - 7/18	N	Y	N	Y		Y	N	N					3
10	Max Rodas	3/14 - 3/17	Y	Y	Y	Y		Y	Y	MR	MR				0
	as of 10/19/16		3	8	6	9		8	8	5	7				

Staff: Sharron Harris, Pam Ditlevson, Melissa Rodrigo
 Guest: Michael Meir, Kim Rodas, Bob Candage