

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, February 15, 2017

4: 00 pm to 5:30 pm

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

Start: 4:10 End: 5:35 Co-chair: Terry Allan

Moment of Silence

Welcome and Introductions

Approval of Agenda, February 15, 2017

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

Approval of the Minutes, January 18, 2017

Motion: Naimah O'Neal Seconded: Jason McMinn Favor: All Oppose: 0 Abstain: 0

Approval of Planning Council Agenda, February 15, 2017

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

Grantee Report

- a. Administrative Update – Melissa Rodrigo
 - a. State Integrated Plan Committee continuing to in 2017. Requested PC identify a committee to address ongoing local actions/progress of the plan. Recommendation of the grantee for PC and local Prevention to have 2 joint meetings a year.
 - b. Clinical Quality Management committee conducted a meeting on February 13th to review local data and the National Quality Center's disparities tool.
 - c. Review of RFP responses took place January 27th for the FY17 grant year with an option to extend (2) additional years.
 - d. Housing Focused Needs Assessment work is ongoing, working with the PC Quality committee. Community Solutions attended the QI committee and provided an update.
 - e. ODH 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.
 - f. The Estimated Unobligated Carryover that was submitted was approved by HRSA.
 - g. Core Medical Waiver application for FY17 services was submitted to HRSA. Thanks to Claire Boettler for putting it together since the RW team is short staffed. Possibly being notified this week.
 - h. Initial award will consist of 70% of formula and 40% of the MAI award. The total dollar amount is 2,163,079.00 budget negotiations meeting are scheduled with partial contracts to follow. The full award amount and expected date of arrival is unknown. The grantee office is working on final contracts and budgets as well as closing out the grant.
- b. FY2016 Utilization Update –

Please note the split is 78.57% Core and 21.43% Support. The total expenditure is 76.43%. This number is based on spending over ten months equally 83% percent of the award with a 2.5% variance. In FY15 we were at 70 % of expenditures.
No service categories in red since reallocation.
Green = underutilization, White = on target, Red = Over utilization

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Planning Council Business

- a. Provide monthly progress update from HRSA Project Officer
Nothing to report, HRSA Project Officer cancelled February call.
- b. 2017-2021 prevention & care goals for Ohio - local approach?
 - i. Review Goals – Sharron Harris (SH) reminded everyone the Integrated Plan goals were e-mailed to the Executive Committee for discussion today, but will e-mail them again to everyone. She projected the goals onscreen and asked Melissa Rodrigo and Tammie Jones to review each and provide a brief description of the local approach and progress of each to date. SH reiterated the importance of member active participation and reminded co-chairs they are to name their committee representative.
 - a) Tammie Jones – *Prevention* - Will tag team with Melissa Rodrigo. **Q:** Will prevention and care possibly merge? **A:** This question is raised a lot. A discuss took place about the challenges related to coordinating prevention efforts.
 - b) Melissa Rodrigo – *HIV Care & Treatment* - Reviewed and discuss local strategy related to each care related Goal.
 - ii. Announce Subcommittee member assignment to QI - Naimah, for CLC; Melissa Federman for S&F, a discussion took place about a potential conflict and Robert Watkins agreed to represent S&F; Brenda Glass will represent MRM. All named individuals concurred. Jason McMinn has the names of those that have volunteered for the various goals.
 - iii. 2017 Joint Prevention & Care Planning Meetings (May & Sept.)
- c. Review & approve Mar. 1, 2017 – Feb. 28th, 2018 PCAT Committee Reports – tabled to March meeting
- d. **Committee Reports**
 - a. *Community Liaison Committee* – Naimah O’Neal - The Youth Summit in Columbus Abstract was discussed. The committee would like to recruit and explain services, similar to a mini forum.
Motion to approve submitting the Abstract: Max Rodas Seconded: James Stevenson
VOTE: In Favor: Unanimous Oppose: 0 Abstain: 0
 - b. *Strategy & Finance* – move to PC
 - c. *Membership, Retention & Marketing* – Attendance Plan proposal, tabled to March meeting
 - d. *Quality* - move to PC
- e. **Other Business**
 - a. Planning Council Training Upcoming Opportunities-
move to PC

Announcements - None

Adjournment

Motion: Naimah O’Neal Seconded: James Stevenson



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Executive Committee		2016/17											
4:00 - 5:30pm													
Quorum = 6													
Executive Committee Members	Term	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1 Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y	P	Y	Y	Y	Y			
2 Terry Allan	7/15 - 7/18	N/A	N/A	N/A	N/A	S	Y	N	N	Y			
3 Merle Gordon	9/16 - 9/19	N/A	N/A	N/A	N/A	R	N	Y	N	N			
4 Darryl Fore	7/15 - 7/18	N	Y	N	Y	A	Y	Y	N	N			
5 Brenda Glass	7/15 - 7/18	Y	Y	Y	Y		Y	Y	Y	Y			
6 Jason McMinn	7/15 - 7/18	Y	Y	Y	Y		N	Y	Y	Y			
7 Naimah O'Neal	3/14 - 3/17	N	N	N	Y		Y	Y	N	Y			
8 James Stevenson	8/13 - 8/16	N	Y	Y	Y		Y	Y	Y	Y			
9 Chris Ritter	7/15 - 7/18	N	Y	N	Y		Y	N	N	N			
10 Max Rodas	3/14 - 3/17	Y	Y	Y	Y		Y	Y	Y	Y			
as of 1/9/17		3	8	6	9		8	8	5	7			

Staff: Sharron Harris, Pam Ditlevson, Melissa Rodrigo

Guest: Jeffrey S. Mazo, Kim Rodas, Emily Campbell