

# Cuyahoga Regional HIV Health Services Planning Council

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

Darryl Fore, Max Rodas, Co-Chairs



## Strategy and Finance Committee Minutes

Wednesday, February 8, 2017

1: 00 pm to 2:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 1:10      End: 2:30      Co-chair: Max Rodas

Moment of Silence

Welcome and Introductions

Approval of Agenda, February 8, 2017

Motion: Kimberlin Dennis      Seconded: Naimah O'Neal

**VOTE:** In Favor: All      Oppose: 0      abstain: 0

Approval of the Minutes, January 11, 2017

Motion: Desi Johnson      Seconded: Kimberlin Dennis

**VOTE:** In Favor: All      Oppose: 0      abstain: 0

Max announced that Daryl will return in April, he has a conflict with his work schedule.

### Grantee Report – Melissa Rodrigo

#### 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. Recommendation of the grantee for PC and local Prevention to have 2 joint meetings a year.
- Clinical Quality Management committee continues to meet upcoming meeting is February 13<sup>th</sup> reviewing the National Quality Center's disparity's tool.
- RFP responses were reviewed summary of requests were provided to S&F committee. Budget negotiation meetings to follow.
- Housing Focused Needs Assessment work is ongoing working with the PC Quality committee. Community Solutions, (*contractor conducting the assessment*) will be attending the QI meeting next week.
- ODH is proceeding with a comprehensive needs assessment for next year. Local involvement will be through the PC QI committee. Draft documents were provided to the co-chair and facilitator.
- The Core Medical Waiver application for FY17 services was submitted to HRSA. Melissa thanked Claire Boettler for putting the application package together since the RW team is short staffed.
- Grantee will be submitting a request for FY17 estimate of funding. The FY17 grant year is expected to be multiple awards from HRSA. Initial award will consist of 70% of formula and 40% of the MAI award with a date of receipt around mid-February. S&F committee reviewed the FY2017 Request and Partial Award Summary. The summary reflected the following:
  - "Direct Service Request,"
  - "FY17 Partial Award" as applied according to PC allocations decision for percentage of distribution by service category; and
  - "Difference Request-Award." Melissa stated at first glance, Medical transportation may need reprogramming.

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### b. FY2016 Utilization Update

- Please note the split is 78.57% Core and 21.43% Support. The total expenditure is 76.43.09%. This number is based on spending is based on ten months equally 83% percent of the award with a 2.5 variance. At this point in FY15, we were at 70 % of expenditures.
- No service categories in red since reallocation.  
**Green** = underutilization, **White** = on target, **Red** = Over utilization  
All contracts with reallocation are going to our February board meeting.

### **Suggestions** made:

1. The Committee needs to inquire about Part B changes

2. How long is the pilot formulary program through Part B

\*A request was submitted to Susan on behalf of the committee for information on Part B

\*Invite Susan and/or ODH partner(s) in April to discuss what services are funded through Part B vs Part A. This will be S&F specific.

### New/Old Business

a. Review and finalize 2017-2018 Committee Work Plan

The work plan was projected on the screen, reviewed and finalized.

The PSRA activity is schedule for March-August – Melissa Federman will lead.

Robert reviewed his plans for trainings for PSRA, he hopes to begin the first one in March.

\*Very important for members to understand the logistical aspects of S&F, it's not just financial, We want to start understanding some of the other aspects that impact our work.

b. Vote on final approval of 2017-2018 Committee Work Plan

Motion to approve the Work Plan, Clinton Droster Seconded: Naimah O'Neal

**VOTE:** In Favor: Unanimous

Motion passed

c. Review/Revise and approve 2017-2018 PSRA Schedule of Activities.

The PSRA Work plan was projected on the screen and reviewed by Sharron. The importance of understanding all the tasks involved in the PSRA process was stressed. Members agreed at the January meeting to form a PSRA workgroup. The workgroup thus far includes, Clinton & Max.

Motion to approve PSRA schedule of activities with Melissa Federman as lead was made by Naimah O'Neal, Seconded: Tammie Jones

**VOTE:** In Favor: Unanimous Oppose: 0 Abstain: 0

Motion Passes

\*\*Max will contact Melissa Federman regarding her lead for the next several months.

d. Discuss Training opportunities in preparation for PSRA

Robert Watkins gave an over view as to what he has planned for upcoming trainings

### **Next Steps**

a. Plan March Agenda

b. Plan PSRA dates

### **Announcements**

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None

**Adjournment**

Motion: Naimah O’Neal    Seconded: Desi Johnson

**VOTE:** Unanimous

Strategy & Finance Committee		2016/17												
1:00 - 2:30pm		Quorum = 4												
S & F Members	Term	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	#
1 Darryl Fore Co-chair	7/15 - 7/18	Y	Y	Y	Y	P	Y	Y		Y		X		
2 Max Rodas Co-chair	3/14 - 3/17	Y	N	Y	Y	S	Y	N		Y		ML		
3 Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y	R	Y	N		N		ED		
4 Desi Johnson	7/15 - 7/18	N	Y	Y	Y	A	Y	Y		Y		DJ		
5 Melissa Federman	8/13 - 8/16	Y	Y	N	N		N	Y		N		X		
6 Tammie Jones	7/15 - 7/18	N	Y	N	N		N	Y		N		TS		
7 Clinton Droster	7/15 - 7/18	Y	Y	Y	Y		Y	Y		Y		CD		
as of 1/9/17		5	6	5	5		5	5		4		S		

Staff: Sharron Harris, Pam Ditlevson, Claire Boettler, Melissa Rodrigo  
 Guest: Jeff Mazo, Robert Watkins, Jason McMinn