

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, April 19, 2017

4: 00 pm to 5:30 pm

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

Start: 4:11

End: 5:35

Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda, April 19, 2017

Motion: Max Rodas Seconded: Naimah O'Neal

VOTE: In Favor: All Oppose: 0 Abstain: 0, *Motion passes*

Approval of the Minutes, March 15, 2017

Motion: Naimah O'Neal Seconded: Merle Gordon

VOTE: In Favor: All Oppose: 0 Abstain: 0, *Motion passes*

Approval of Planning Council Agenda, April 19, 2017, it was noted that the date of the PC agenda was incorrect and should be April 19.

Motion to approve the PC Agenda with the revision of the date made by: Brenda Glass

Motion was Seconded by : Naimah O'Neal

VOTE: In Favor: All Oppose: 0 Abstain: 0, **Motion passes**

Grantee Report – Handouts given

1. Administrative Update

- a. State Integrated Plan Committee continuing to in 2017. PC designated membership was sent to ODH and designee have been added to the state groups. PC lead Jason was cc'd on the email to the state. Local Prevention and Care joint meeting is May 2017. Local group members will help coordinate local efforts when applicable. April 21st is the upcoming State Meeting. Grantee requests a report format.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. Next meeting is May 15th 2017. Grantee is conducting TA with providers to bring some sub-recipients up to speed that have new staff.
- c. Grantee team working closing out FY16 and completing required reports as well as preparing for FY17 start up. Grantee conducted annual provider training for program and fiscal leads on April 13th am. Grantee conducted provider summary briefing in afternoon on April 13th. FTE's were required to attend meeting the PC directive.
- d. Housing Focused Needs Assessment work is complete grantee looking over report as well as HOPWA lead.
- e. ODH proceeding with a needs assessment for next year. Local involvement will be with the PC QI committee draft documents were provided to the co-chair and facilitator. (*QI will take the lead for the PC*).
- f. Core Medical Waiver allocations were contracted for the partial award. Categories that are going to need additional funding are HIPSCA, Medical Transportation and Substance Abuse Residential.

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Merle Gordon, Terry Allan Co-Chairs



- g. Initial award will consist of 70% of formula and 40% of the MAI award. The total dollar amount is 2,163,079.00. Must hold PC % for core and support hold harmless at the approved 72.42% core and 27.58% support.

2. Core Expenditure Report FY16 Closeout –

Please note the split is 78.18% Core and 21.82% Support. The total expenditure is 82.26%. This number is based on spending of 100%. The Total spent 97.75% of all awards. MAI and Supplemental awards fully spent and we will be carrying over \$91,565.48. or 3.17%. The PC is allowed to carryover a maximum of \$144,184.90 or 5% of \$2,883,698.00. Of the Carryover \$91,463.35 are direct service contracts the other was an admin contract 102.13. Total award was \$4,679,630.00. Sub-recipients will be provided closing summaries Grantee does not have any outstanding requests for data.

The Executive Committee voted on a recommendation to place the carryover funds into the Oral Health Service Category:

Motion made by: James Stevenson Seconded by: Brenda Glass

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

Motion passed

Planning Council Business – Handout given

- a. FY 17 EIS Directives Implementation Progress Report
FTE must attend training April 13, 2017. There were 35 in attendance. EIS tracking referrals, data in monthly report.
- b. Cleveland TGA Mandatory FY17 Provider Services Update/Training
Providers gave an update as to what services they provide.
- c. Local Joint Prevention/Care Meeting Agenda
Epi presentation, all TGA will be covered, not just Cuyahoga county. Vino Sundaram from the City of Cleveland will present.
- d. HRSA Webinar Feedback (slides were emailed to all members)
Sharron Harris Distributed the HRSA Discussion Guide from the webinar and solicited feedback from the committee.
She noted that her take-away from the webinar is that TGA's are required to do the same work as EMA but not with the same level of funds. Sharron suggested that members provide feedback to HRSA related to information shared during the webinar. The committee as Sharron to look into whether they could still respond from the webinar. There is a real need to look at service categories versus the money available. Members need to look at how many categories we fund, need to look at other payers and if the need is there.
PC can write concerns regarding the work and funding for EMA and TGA. Sharron will follow up with webinar presenters and find out how PC members can get their voices heard.

Committee Reports

- a. **Community Liaison Committee – Naimah O'Neal**
The progress of the meeting was good. Members planned 2 forums, the first is June 22, 2017 and the second in October (no date set), Members were charged to contact these agencies: Circle Health, Recovery Resources, and Nueva Luz to confirm a location for the October event. Mini education sessions were discussed, and Naimah and Sharron will prepare slides to ensure a consistent message is presented at the sessions. They are hoping to possibly piggyback with support groups. No dates set as of yet. It was a very productive meeting.

Cuyahoga Regional HIV Health Services Planning Council

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

Kimberlin Dennis, Merle Gordon, Terry Allan Co-Chairs



b. Strategy & Finance – Max Rodas

The committee received a comprehensive Presentation from Kate Shumate of ODH about the Part B services funded in the Cleveland TGA. The information will be used for decision-making related to other funding sources during PSRA.

The next Planning session for the PSRA work group is 11:00 call on April 25th. Sharron Harris asked for volunteers (add James Stevenson)

The committee will use Kate Burnett-Bruckman’s data from her presentation for PSRA.

A new co -chair is needed for Strategy and Finance, Robert Watkins has offered to fill the spot.

c. Membership, Retention & Marketing – Brenda Glass

The committee worked on finalizing the attendance and leave of absence form.

A vote on the attendance policy motion form was put on hold until the leave of absence policy and other attendance related issues procedures are completed.

d. Quality Improvement – Jason McMinn

The committee met today. A presentation from Kate Burnett-Bruckman of CAREWare data for RW clients was projected and handouts given.

The Statewide integrated plan report will be given monthly by Jason.

Maurice Smith was named as new QI co-chair starting today. Congratulations to Maurice.

e. Bylaws Review and Final Vote - Sharron gave an overview of the contents of the Bylaws and asked for a motion to accept the new Bylaws in Executive Committee.

Motion: Max Rodas Seconded: James Stevenson

VOTE: In Favor: 9 Oppose: 0 Abstain: 0, **Motion passes**

The Bylaws will be distributed to all members and posted to the PC Website.

Other Business - None

Announcements - None

Adjournment - Motion: Naimah O’Neal **Seconded:** James Stevenson

	Executive Committee	Mar	Apr
1	Kimberlin Dennis	Y	Y
2	Terry Allan	Y	Y
3	Merle Gordon	Y	Y
4	Darryl Fore	N	N
5	Brenda Glass	Y	Y
6	Jason McMinn	Y	Y
7	Naimah O’Neal	Y	Y
8	James Stevenson	Y	Y
9	Chris Ritter	Y	N
10	Max Rodas	Y	Y
	In Attendance	9	8

Staff: Sharron Harris, Pam Ditlevson, Melissa Rodrigo, Kate Burnett-Bruckman, Claire Boettler, Tom O’Donnell

Guest: Kim Rodas, Bob Candage