

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, August 16, 2017

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

Start: 4:10 End: 5:41 Co-chair: Kimberlin Dennis / Merle Gordon

Moment of Silence

Welcome and Introductions

Approval of Agenda, August 16, 2017

Motion: Naimah O'Neal Seconded: James Stevenson

VOTE: In Favor: All Oppose: 0 Abstain: 0

Motion passes

Approval of the Minutes, June 21, 2017

Motion: Chris Ritter Seconded: Naimah O'Neal

VOTE: In Favor: 5 Oppose: 0 Abstain: 2

Motion passes

Approval of Planning Council Agenda, August 16, 2017

Motion: Chris Ritter Seconded: James Stevenson

VOTE: In Favor: All Oppose: 0 Abstain: 0

Motion passes

Grantee Report – See handouts

a. *Administrative Update*

- a. State Integrated Plan Committee most work is on hold until staff is in place. Housing met July 26th. Comments received from HRSA and CDC regarding plan. There will be a call scheduled in the future to discuss moving forward.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. All sub-recipients have submitted their first data submission. The next meeting is September 2017.
- c. Grantee team working on the Program Terms report for FY17 grant. Carryover was officially requested for Oral Health for \$91,565. The final FY17 award arrived Monday June 19th in the afternoon. The award was for \$4,676,706.00. This is an increase of \$137,298.00 from the FY16 award. The grantee is working with agencies to get updated budgets submitted so invoices can be processed. The Notice of Funding to compete for FY18 funds should be released mid-August. Working with ODH in regards to additional funding.
- d. Housing Focused Needs Assessment work is complete Part A and HOPWA need to add funding categories.
- 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.
- f. Part B trained and provided access to MCM agencies that wanted access to ease the ODAP application process.

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b. FY2017 Utilization Update

Please note the split is 76.94% Core and 23.06% Support based on current invoices. The total expenditure is 31.40%. This number is based on spending 33% plus a 2.5 variance. Last year during this time period, the grant was 23.91% expended.

Grantee does not have any outstanding requests for data from Planning Council.

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

Planning Council Business

- a. Provide monthly progress update from the HRSA Project Officer – Sharron Harris responded to the committee that the PO call was cancelled and rescheduled for August 22nd. A new standard date for the monthly call is being discussed. Chris Ritter expressed disappointment in the PO, Monique's repeated cancelling of calls.
- b. Review Final Decisions for the 2018 PRSA Process – Sharron Harris reminded the committee of the PSRA decisions. Merle Gordon requested a review of the process. S&F is lead for the PSRA process; training that is scenario based was discussed in preparation for PSRA. The Planning Council leadership, PC Contractor & Staff and the Grantee held a PSRA debriefing call. During the call, it was suggested that a review of data throughout the year is needed to help maintain the focus on the data. It was suggested that S&F hold harmless those categories that need it. It was suggested by Jason McMinn that S&F share their meeting discussions with all members to keep everyone informed.

To identify consumer feedback for PSRA, Chris expressed concern that there is no support from the Executive committee at community forums, and it is needed. Community forums should not just be the responsibility of the CLC, it needs to be a Planning Council event. It was suggested to develop surveys to solicit consumer feedback for PSRA throughout the year at small consumer events, like support groups.

Members were encouraged to complete the PSRA feedback survey. Terry suggested that points be given as incentives for completed surveys. It was suggested that under funded services should be part of the service category discussion, there are currently too many services funded. Melissa Rodrigo states that she warned of another provider joining the transportation pool and funding decisions should take into consideration that additional funding could be required. A suggestion was made to possibly make as a directive, if an organization provides services, they must provide transportation. Another suggestion was for agencies to establish MOU's with agencies funded to provide transportation services.

The Executive Committee formally announced Robert Watkins as the co-chair for the Strategy & Finance Committee.

- c. Review and approve the percentage of Unaware & Out-of-care to target and link to care. Sharron Harris projected the motion form for viewing and to approve

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It was agreed that 414 clients or 14% would be the target number for unaware and out of care consumers. Sharron and Chris explained how these numbers were determined.

A Motion to use 414 or 14% for 2018/19 Unaware and Out of care was made by Chris Ritter and seconded by Robert Watkins

VOTE: In Favor: 9 Oppose: 0 Abstain: 0

Motion Passed

- d. Review and approve the results of the Assessment of the Efficiency of the Administrative Mechanism - Sharron Harris projected and reviewed all 5 questions and the findings. Sharron will email slides to members.

A motion to accept the AEAM as written, was made by Chris Ritter and seconded by Max Rodas

VOTE: In Favor: 9 Oppose: 0 Abstain: 0

Motion Passed

- e. Monitor PCAT for compliance – This agenda item was tabled. Sharron Harris needs to update table, she will present at September meeting.

Naimah O’Neal brought to the table a suggestion to remove the committee reports from the Executive agenda. Sharron stated that this gives the other committees an opportunity to share what they are doing. Chris Ritter suggested to do key PCAT reports instead of full committee reports during executive and committee reports during PC.

Committee Reports – moved to PC meeting due to time

- a. Community Liaison Committee (3-Minutes)
- b. Strategy & Finance (3-Minutes)
- c. Membership, Retention & Marketing (3-minutes)
- d. Quality (3-minutes)

Other Business

Discuss supporting the CLC community forums, PC participation is needed. Providers need to participate in promoting the forums and encouraging clients to attend. Robert suggested that PC attend the meetings (see his sheet) Melissa Rodrigo agreed to attend the forums as she has done in the past. Suggested that Provider FTE’s invite two consumers this would be a great forum. It was suggested that the PC should consider “personal invite” consumers to the forums, personal touch is important. Create a challenge amongst PC members to “invite” at least 5 consumers to forums October 19th at Metro, have literature in Spanish

Announcements

Adjournment

Motion: Max Rodas Seconded: Naimah O’Neal

VOTE: Unanimous

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Executive Committee

4:00 - 5:30pm

Quorum = 6 2017/18

	Executive Committee	Mar	Apr	May	June	July	Aug
1	Kimberlin Dennis	Y	Y	Y	Y		Y
2	Terry Allan	Y	Y	Y	N		Y
3	Merle Gordon	Y	Y	Y	Y		Y
4	Naimah O'Neal	Y	Y	Y	Y		Y
5	James Stevenson	Y	Y	Y	Y		Y
6	Max Rodas	Y	Y	N	N		Y
7	Robert Watkins						Y
8	Brenda Glass	Y	Y	N	Y		N
9	Chris Ritter	Y	N	N	Y		Y
10	Jason McMin	Y	Y	Y	Y		Y
11	Maurice Smith			Y	Y		N
	In Attendance	9	8	7	8		9