

Cuyahoga Regional HIV Health Services Planning Council

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

Max Rodas, Robert Watkins, Co-Chairs



Strategy and Finance Committee Minutes

Wednesday, January 10, 2018

1: 00 pm to 2:30 pm

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

Start: 1:08 End: 3:45 Co-chair: Max Rodas

***A discussion regarding the lack of quorum in this committee took place and a decision was made to add Naimah O'Neal as a member of this committee going forward.

Moment of Silence

Welcome and Introductions

Approval of Agenda, January 10, 2018

Motion: Clinton Droster Seconded: Naimah O'Neal

VOTE: In Favor: 3 Oppose: 0 Abstain: 0

Motion passed

Approval of the Minutes November 8, 2017

Motion: Naimah O'Neal Seconded: Robert Watkins

VOTE: In Favor: 3 Oppose: 0 Abstain: 0

Motion passed

Grantee Report

a. Administrative Update – Melissa Rodrigo

- i. State Integrated Plan Committee call is scheduled for February 6th limited lines for the State of Ohio. ODH leads are re-evaluating all goals and objectives before the call. I plan on emailing changes to the QI committee upon receipt of updated draft from the state for our region to comment where needed.
- ii. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. Technical assistance was provided to all sub-recipients in November and December. Revised AIM statements were submitted last week. The next meeting in conjunction with the National Quality Center is a webinar meeting to be held on January 29th.
- iii. EIIHA planning meeting will be scheduled in conjunction with Prevention partners in May. Grantee conducted a coordination of providers call with prevention and care partners serving Lake, Geauga and Ashtabula counties on January 8th.
- iv. Grantee team submitted FY2017 Estimated Carryover request to HRSA in December 2017.
- v. ODH proceeding with a needs assessment for next year. Vino Sundaram participated in the proposal review on Monday September 11th at Department of Professional Services. Upon ODH selected Ohio University as the vendor. OU put together a very experience team to

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conduct the assessment. A presentation to outline the three year process will be conducted at the January 17th QI meeting. Details have been provided to the QI committee. PC members were encouraged to attend to provide local input.

- vi. Final reconciliation for funds was presented. Requesting a final approval for the records. There were changes made after the last PC approval due to sub-recipient changes in staffing levels. Grantee tried to maximize every dollar. All but one contract has been approved by CCBH. All but one contract is approved by CCBG. There were a total of 16 contracts either created due to ODH funds or amended due to existing Part A funds. There is only one contract that is yet to be approved. The grantee conducted a fiscal call with providers to outline the process related to ODH funds and billing. The grantee is working with sub-recipients to update and create budgets depending on the funding source.

2) Core Expenditure Report FY17–

Please note the split is 75.99% Core and 24.01% Support based on current invoices. The total expenditure is 70.18%. This number is based on spending is based on 75% plus a 2.5 variance. Last year during this time period, the grant was 68.09% expended.

Grantee does not have any outstanding requests for data from Planning Council. Data was provided to PC.

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

Melissa Rodrigo requested a final vote on approval of reconciliation of funds for this grant year

**Motion to approve the Part A reallocation and the allocation of ODH funds was made by Naimah O'Neal and seconded by Robert Watkins

VOTE: In Favor: 3 Oppose: 0 Abstain: 0

Motion passed

New/Old Business

a. Develop PSRA Work Plan

- i. Apply PSRA Tool to the 1st Four (4) Services - Sharron Harris spoke with David from the NY Planning Council to get information as to how to use the PSRA tool appropriately. Slides were projected and Sharron presented (4) service categories for review by the committee. The PSRA tool will help structure and improve the PSRA process and make the process less subjective. Sharron and the committee will review each service category in the order that the Grantee has the services listed. A scale of 1-8 was chosen as a guide. Sharron filled in the scale rates per the members' feedback and decisions. The resulting of the discussion and rankings were:
 - a. OAHS scale – 6, 8, 8, 8 = 7.7 (Melissa Rodrigo added, OAHS pays for nurses)
 - b. MCM scale – 6, 7, 8, 8 = 7.35
 - c. Oral Health – 8, 8, 8, 8 = 8
 - d. Substance Abuse, Outpatient – 4, 6, 2, 2 = 3.7

This committee will do this process for all service categories and will present to PC and will use to guide the PSRA process.

**Revisit the Substance Abuse outpatient category

*Relay any service category questions to QI for review

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- * It was recommended to review 6 or 7 services during the February meeting.
- ii. Identify PSRA Training needs for S&F Committee Members

- b. Assist with Planning Council re-allocations strategy/process, Review Expenditures by Service Category (*see grantee Report for reconciliation and re-allocation vote*)
- c. Review of Work Plan for next year (Committee PCAT)

Next Steps

- a. Identify the next 4 Services to apply the PSRA Tool- the next services will follow list in grantee report.
 - ii. Identify PSRA Training needs for S&F Committee Members
- b. Review of Work Plan for next year (Committee PCAT)

Announcements

March 10th, 3-6pm, Ministry of Hope, at the Harvard Community Center, Dinner and raffles, more information to come

Adjournment

Motion: Robert Watkins Seconded: Naimah O’Neal

Strategy & Finance Committee												
1:00 - 2:30pm												
Quorum = 4 2017/18												
	S & F Members	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
1	Max Rodas Co-chair	20	20	20	20		20	20	20	0		20
2	Robert Watkins Co-chair	20	20	20	20		20	0	20	0		20
3	Melissa Federman	0	0	0	0		0	20	20	20		0
4	Tammie Jones	0	20	0	20		0	20	20	20		20
5	Chris Krueger	0	20	0	20		0	0	20	20		20
6	Naimah O'Neal											10
	Total in Attendance	2	4	2	4		2	3	5	3		3

Staff: Sharron Harris, Pam Ditlevson, Claire Boettler, Melissa Rodrigo

Guest: Kimberlin Dennis, Clinton Droster, Jason McMinn, Doug Pratt, Jeannie Citerman-Kraeger