

# **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, November 8, 2017

1: 00 pm to 2:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

**Start: 1:12 pm**

**End: 2:35**

**Co-chair: Kimberlin Dennis**

**Moment of Silence**

**Welcome and Introductions**

**Approval of Agenda, November 8, 2017**

Motion: Melissa Federman      Seconded: Tammie Jones

Vote: In Favor: All      Oppose: 0      Abstain: 0

**Approval of the Minutes October 11, 2017**

Motion: Chris Krueger      Seconded: Tammie Jones

Vote: In Favor: All      Oppose: 0      Abstain: 0

**Grantee Report** – Hand out given to all in attendance

- a. State Integrated Plan Committee meets this Friday. There will be a call scheduled in the future to discuss moving forward. An email will be sent out this week.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. All sub-recipients have submitted two data submission to date. The last meeting was Monday, September 25th 2017. The next meeting is in December.
- c. EIIHA planning meeting was conducted on October 25th. LGBT Center conducted training along with a panel discussion of prevention providers on targeted testing.
- d. Grantee team submitted FY2018 grant application.
- e. 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 selection of a vendor, local involvement will be lead by the PC QI committee. Draft documents were provided to the co-chair and facilitator.
- f. The grantee is working with agencies and the state in regards to budgets and reallocations, and is awaiting receipt of funding from the request to ODH. Upon receipt of the ODH funding, the grantee will be drafting a second full set of contracts for the ODH funds, which will go to June 2018. Additional ODH funds were requested in support for Medical Transportation and Non-Medical Case Management to offset support service needs for next year.
- g. Working on closing out our FY2017 grant year.
- h. The grantee has no outstanding data requests as of November 8th.
- i. The grantee presented a request to approve the maximum allowable amount of the Estimated Unobligated balance (carryover) of 5% or \$144,325.00 of the Formula award total of \$2,866,514. The recommendation was to put the carryover amount received into Oral Health Services in FY2018.

## **Cuyahoga Regional HIV Health Services Planning Council**

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

**Max Rodas, Robert Watkins - Co-Chairs**



### 2). Core Expenditure Report FY17–

Please note the split is 75.45% Core and 24.55% Support based on current invoices. The total expenditure is 58.63%. This number is based on spending is based on 58% plus a 2.5 variance. Last year during this time period, the grant was 47% expended.

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

**Motion** – To approve the Grantee request to carryover 5% (\$144,325), the maximum allowable estimated unobligated balance of the \$2,886,514 Formula award. The estimate was based on money from any category in red. Melissa Federman made the motion for carryover funds received to be placed into Oral Health for 2018. The motion was seconded by Chris Krueger.

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

***Motion passed***

\*Clinton brought to the attention of the committee that there has been a request for an explanation to be made at PC for all in attendance to have clarification on the reason for the motion. Claire states that the handout from S&F is also given at Executive and PC.

\*Sharron Harris will generate the motion form ahead of time and project the completed motion form onscreen with an explanation of the need for the motion.

### **New/Old Business**

#### **a. Assist with Planning Council re-allocations strategy/process, Review expenditures by service category**

Completed carryover request from the grantee

Sharron stated that the topic of the number of service categories comes up from the Project Officer every call.

Melissa Rodrigo brings this service up every month (transportation), and at every Needs Assessment and community forum, transportation comes up, this service needs to be funded with more dollars. Maybe ask AIDS Funding Collaborative for more support in this category.

#### **b. Conduct a progress review on committee work products**

**PSRA Tool Implementation** – Projected onscreen for all to review.

Sharron reviewed the written input from Robert Watkins regarding the NYC Tool sample. She deferred to the members to determine what the value of 1,3,5,8 criteria presented in the NYC tool should be for Cleveland. She indicated that this should be determined by what the need is first. (Chris Krueger recommended adding the percentages to the handout for Executive and PC meeting). It was agreed that more discussion needs to take place regarding this formula for funding, there are many variables involved. (Add this to the #1 spot on the agenda every month) Present the NYC model to PC.

# Cuyahoga Regional HIV Health Services Planning Council

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

**Max Rodas, Robert Watkins - Co-Chairs**



**c. Identify Committee Work Plan Activity for Upcoming (2018) Grant Year.** The following decision were agreed to for the 2018 committee work plan:

1. Keep Item #1 **Training for S&F Committee members**, just define the trainings activity for the committee (keep Part B funding updated).
2. Keep Item #2 **Conduct Assessment of the Efficiency of the Administrative Mechanism**, is mandatory, keep the same.
3. Keep Item #3, **Assist with Planning Council re-allocation strategy/process, and review expenditures by Service Category**, keep the same.
4. Keep Item #4, **Plan & Conduct PSRA Process** (prepare separate PSRA work plan).
5. Keep Item #5, **Review and approve carryover request.**
6. Keep Item #6, **Quarterly Progress Report on Committee Work Products.**
7. Keep Item #7, **Review Statement of Work for next year (Committee PCAT).**

**Next Steps - None**

**Announcements**

Claire stated that the CCBH accreditation visit acknowledged the Planning Council.

World AIDs day Nov 30<sup>th</sup>,

AFC outreach being planned for Dec 8<sup>th</sup>

Jen McMillan-Smith requesting sign-ups for quilt making, Nov 18<sup>th</sup>

Ministry of Hope will do HIV testing, Nov 19<sup>th</sup>

Kimberlin’s book signing is this weekend, 1-4:00 pm

**Adjournment**

Motion: Chris Ritter      Seconded: Tammie Jones

	<b>S &amp; F Members</b>	<b>Committee Choice</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1	<b>Max Rodas Co-chair</b>	<b>Primary</b>	20	20	20	20		20	20	20	0
2	<b>Robert Watkins Co-chair</b>	<b>Primary</b>	20	20	20	20		20	0	20	0
3	Melissa Federman	<b>Primary</b>	0	0	0	0		0	20	20	20
4	Tammie Jones	<b>Primary</b>	0	20	0	20		0	20	20	20
5	Chris Krueger	<b>Primary</b>	0	20	0	20		0	0	20	20
	Total in Attendance		2	4	2	4		2	3	5	3

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

Guest: Jeannie Citerman-Kraeger, Naimah O’Neal, Jason McMinn, Bryan Jones, Clinton Droster,

Kimberlin Dennis