

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, February 21, 2018

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

Start: 4:15 End: 5:40 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions – the Co-Chair announced S&F would be granted time to complete unfinished committee business.

1. Strategy & Finance will use 10 minutes to take care of unfinished business from their meeting on February 14, 2018. Melissa Federman reviewed the meeting discussion that could not go to a vote due to lack of a quorum.
 - a. Melissa Federman made the motion to accept the Final allocation for 2017, it was seconded by Robert Watkins
VOTE: In Favor: 4 Oppose: 0 Abstain: 0
Motion carries
 - b. A motion by Melissa Federman was made for the Reallocation of the 2018 Fiscal partial Award, which was seconded by Chris Krueger
VOTE: In Favor: 4 Oppose: 0 Abstain: 0
Motion carries

Approval of Agenda, February 21, 2018

Motion: Merle Gordon Seconded: Terry Allan

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

Motion carries

Approval of the Minutes, January 17, 2018

Motion: Jason McMinn Seconded: Naimah O’Neal

VOTE: In Favor: 9 Oppose: 0 Abstain: 1

Motion carries

Approval of Planning Council Agenda, February 21, 2018

Motion: Naimah O’Neal Seconded: James Stevenson

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

- A suggestion was made to move PC Training up in the agenda to follow approval of the PC Agenda. A discussion took place.

Motion: Chris Ritter Seconded: Naimah O’Neal

In favor: Unanimous Oppose: 0 Abstain: 0

- PSRA date change to June 27, 2018.

Chris Ritter made the motion to move PSRA to June 27, 2018, with a tentative time of 12:00 – 4:00, seconded: Naimah O’Neal

VOTE: In Favor: Unanimous Oppose: 0 abstain: 0

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Motion carries

**Discussion: How will the attendance be handled for the date change, it was suggested that members should provide notification of prior obligations that would prevent them from attending the June 27th date now. The MRM committee will discuss the issue at the next MRM meeting and provide guidance as to how this will be handled.

Grantee Report – Melissa Rodrigo

- a. State Integrated Plan Committee call was held on February 6th. The CDC and HRSA representatives were on the call. Federal funders stated a revised plan would not need to be submitted and they were happy the State of Ohio plan contributors were continuing to meet, revise and implement a plan.
- b. 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. A webinar was conducted on January 29th in conjunction with the National Quality Center now known as HRSA Ryan White HIV/AIDS Program Center for Quality Improvement & Innovation (CQII). The next meeting in conjunction with the CQII will be held on March 19th at the Cuyahoga County - Warrensville Heights library. The CQM projects are expanding from viral load suppression to include retention in care project as well. This should address our data gaps on our continuum of care.
- c. EIIHA planning meeting will be scheduled in conjunction with Prevention partners in May.
- d. Grantee team received a partial award for FY2018 grant year in the amount of \$984,524.00. The award is made up of percentages of our FY2017 award to include 31.5% of the Formula and 20.6% of the Minority AIDS Initiative award. This is due to not having a Federal Budget. It is unknown as to when the remaining funding will arrive.
- 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 selected Ohio University as the vendor. OU put together a very experience team to conduct the assessment. A presentation was presented to the PC QI committee in January 2018. OU is finalizing how many focus groups will be conducted in each location. Vino will keep Jason informed as to next steps as soon as she has additional information.
- f. Final reconciliation for funds is attached. 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. 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.
- g. FY2018 requests for funding were received. There is a proposal for reallocation submitted for consideration due to receiving a small initial award and having Part B funds being able to last through at least May of 2018 for HIPSCA.

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- h. FY2019 grant application is going to be moved up this year. The estimated timeframe provided by HRSA is June through August with a 90 day response period. This information was passed onto PC support for the PSRA time adjustment.
- 2) Core Expenditure Report FY17–
Please note the split is 76.85% Core and 23.15% Support based on current invoices. The total expenditure is 79.56%. This number is based on spending is based on 83% plus a 2.5 variance. Last year during this time period, the grant was 76.43% 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

Planning Council Business

- a. Provide Monthly Progress Update from HRSA Project Officer
There was talk about the uncertainty of the Federal budget. There was a letter written to Steven Young at HHRSA, by Terry Allan to request an estimate of the balance of the reward. The partial award received to date will be expended by April 2018.

- A motion to approve the 2018 partial award was made by Chris Ritter, seconded by Naimah O'Neal

VOTE: In Favor: 9 Oppose: 0 Abstain: 1
Motion carries

- A motion for approval of final allocation for 2017 was made by Chris Ritter, seconded by James Stevenson

VOTE: In Favor: Unanimous Oppose: 0 Abstain: 0
Motion carries

b. Review and Approve March 1, 2018 – February 28, 2019 PCAT

Sharron Harris projected the PCAT for all to view.

*Strategy & Finance will have some adjustments to the timeline for PSRA activity

*MRM is soliciting for additional ideas for PC trainings,

*Chris Ritter made the motion to move PSRA to June 27, 2018 , tentative 12:00 – 4:00 pm, seconded by Naimah O'Neal

VOTE: In Favor: Unanimous Oppose: 0 abstain: 0

Motion carries

- Discussion: How will the attendance be handled for the date change? It is suggested that members need to put in for prior obligations for that date now. Decision will be made by MRM as to how to handle this.

*QI will have a couple of adjustments, after final changes to the Integrated Plan (*Pam to email the PCAT to all members*)

*Executive, PCAT compliance will be moved to May (not June)

*CLC community forum needs to be moved from June to possibly May

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Motion to approve the PCAT: Chris Ritter Seconded: Max Rodas

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

Motion carries

Suggestions for Directives:

1. Do training on trauma care,
2. Directive for data request from the providers

c. Review Draft Framework for Annual Progress Report to County Council

Sharron Harris projected the suggested slides for use to share with County Council.

Terry Allan spoke to Council regarding the new and reappointed applicants. A presentation to inform the County Council who the Planning Council is and what they do. Also, give info on data from the TGA. Add reflectiveness to slides, and mortality rate. Invited back in late March to present, dates to be determined. Add income data of clients who are served to the slides.

- d. Review Draft Presentation for presentation to County Executive – projected on the screen

Committee Reports

a. Community Liaison Committee – James Stevenson

The committee discussed the slides that will be used for the small group presentations.

Bryan Jones gave a presentation on U=U

b. Strategy & Finance – Max Rodas

Motions to Executive Committee for partial award, and Final allocation for 2017 took place today.

Look at epi data – April, Utilization – May, use data from last year

There is a consideration to moving the meeting from 2nd Wednesday of the month, to the 3rd Wednesday, need to resolve soon.

c. Membership, Retention & Marketing – Chris Ritter

The committee reviewed the reflectiveness, there is a need for 11 additional member to join PC.

- A motion regarding quorum is brought before the committee. Chris read the motion for changing the way quorum is achieved. This will be in effect until Planning Council reaches 30 members.

Motion by Chris Ritter Seconded by Jason McMinn

VOTE: In Favor: 9 Oppose: 1 Abstain: 0

Motion carries

- A motion for Reimbursement of gas cards will be provided as long as the member participates in 75% of the meeting. Motion was made by Chris Ritter, and seconded by Naimah O'Neal

VOTE: In Favor: Unanimous Oppose: 0 abstain: 0

Motion carries

d. Quality – Jason McMinn

The committee approved their work plan, and Kate Burnett-Bruckman presented the Continuum Cascade and the committee will submit a data request for a breakout of New to Care data.

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Other Business

A Newsletter from the grantee office is in the works. If PC would like anything posted please email info to Melissa Rodrigo. The beginning of June is the target date for publishing.

Announcements

None

Adjournment

Motion: Jason McMinn Seconded: Merle Gordon

VOTE: Unanimous

Executive Committee													
4:00 - 5:30pm													
Quorum = 6 2017/18													
	Executive Committee	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1	Kimberlin Dennis	Y	Y	Y	Y		Y	Y	Y	N		Y	Y
2	Terry Allan	Y	Y	Y	N		Y	Y	Y	Y		Y	Y
3	Merle Gordon	Y	Y	Y	Y		Y	Y	Y	N		Y	Y
4	Naimah O'Neal	Y	Y	Y	Y		Y	Y	Y	Y		Y	Y
5	James Stevenson	Y	Y	Y	Y		Y	Y	Y	Y		Y	Y
6	Max Rodas	Y	Y	N	N		Y	Y	Y	Y		Y	Y
7	Robert Watkins						Y	Y	Y	Y		Y	Y
8	Brenda Glass	Y	Y	N	Y		N	Y	Y	Y		Y	Y
9	Chris Ritter	Y	N	N	Y		Y	Y	N	Y		Y	Y
10	Jason McMinn	Y	Y	Y	Y		Y	N	Y	Y		Y	Y
11	Maurice Smith			Y	Y		N	Y	Y	N		N	N
	In Attendance	9	8	7	8		9	10	10	8		10	10

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

Guest: Johnathan Smith, Kim Rodas