

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, March 14, 2018

1:00 pm to 2:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland, OH 44102

Start: 1:03 End: 2:55 Co-chair: Robert Watkins

Moment of Silence

Welcome and Introductions

Approval of Agenda, March 14, 2018

Motion: Clinton Droster Seconded: Max Rodas

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

Approval of the Minutes, February 14, 2018

Motion: Naimah O'Neal Seconded: Clinton Droster

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

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. Ohio meetings are starting to get going.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. Revised AIM statements were submitted and data was submitted. 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 21st.
- 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. HRSA plans to grant an additional partial award before we receive our full FY2018 grant award anticipated date end of March. This is going to make it a very rough fiscal year.
- e. ODH proceeding with a needs assessment for next year. 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. Grantee team submitted a request based on EPI data that the Cleveland TGA received at least 4 focus groups two in Cuyahoga one in the east and one in the west.
- 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.

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- g. FY2018 requests for funding were received. Budget negotiation meetings taking place throughout March.
 - h. Grantee conducting annual provider training March 28th and the Annual Provider Summary briefing for providers and FTE's April 11th.
 - i. FY2018 contracts are starting to go to the Board in March.
 - j. 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 period. This information was passed onto PC support for the PSRA time adjustment.
- 2) *Core Expenditure Report FY17* – Please note the split is 76.82% Core and 23.18% Support based on current invoices. The total expenditure is 83.96%. This number is based on spending is based on 92% plus a 2.5 variance. Last year during this time period, the grant was 76.43% expended. Grantee working on data request from Robert from the QI committee. Request more than a week to respond.

No expenditures for FY2018 as of yet.

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

**Sharron Harris asked if the community flyer can be handed out for the Provider Training on March 28, 2018, Melissa agreed to pass it out.

New/Old Business

- a. Assist with Planning Council re-allocations strategy/process, Review Expenditures by Service Category – *Completed*
- b. Plan and conduct PSRA process
 - 1. Review PSRA Work Plan and confirm schedule for PSRA events:
 - i. Confirm presentation topics
 - 1. EPI presentation – April 18th at PC – will request grantee to present data
 - 2. Utilization presentation and Consumer input – May 16th at PC
 - 3. PSRA - June 27, 2018, 12:00 – 4:00PM, St. Augustine's
 - ii. Confirm presenters
 - 2. Finalize the Scoring/Prioritization of funded services using PSRA tool -- Sharron reviewed the categories that have already been scored. The following categories were reviewed and the score documented. Claire calculated the totals:
 - 1. Mental Health – 4.8
 - 2. Med. Nutrition Therapy – 6.125
 - 3. HIPSCA – 8
 - 4. Early Intervention – 6.4
 - 5. Home Health Care – 5.6
 - 6. Home/Community Based Health Care – 5.3
 - 7. Medical Transportation – 8
 - 8. EFA – 4.4
 - 9. NMCM – 7.35
 - 10. Psych-Social Support – 6.25
 - 11. Substance Abuse – Residential – 4.05
 - 12. Food Bank/Home Del. Meals – 3.85

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13. Outreach – 6.5

14. Other Professional Services/Legal – 7.05

Sharron will put in order by ranking for presentation at next week's Executive & Planning Council meeting.

The Grantee recommended the committee consider not funding outreach and put funds into EIS starting in 2020 (*directive for July 2019*), during a new contract cycle.

- c. *Input for August EIIHA Presentation* - EIIHA discussion is set for April. Possibly have EIS Providers attend and present what they do. It was suggested by Chris Ritter to give S&F the training slots to schedule training from January – June annually for use in preparing for PSRA and MRM will schedule training activity from August-November.
- d. *Discuss Input for (PC Corner) Upcoming Newsletter from Grantee office* - Sharron explained the goals and objectives for the newsletter and advised that the committee needs to think about how the PC corner in the upcoming newsletter could be used. The audience for the newsletter will be Part A Provider staff and will serve as an informational resource. Any ideas/recommendation, should go through the Executive committee.

Next Steps

- a. Identify capacity building Training for S&F Committee Members

Announcements

It was suggested by Melissa Federman to move S&F to the third Wednesday of the month ASAP due to scheduling conflicts by S&F members. The grantee (Claire & Melissa) disagreed, stating it would be too difficult to get updated info to PC if they are on the same day. It was also suggested to move it to either Tuesday or Thursday the week before PC for all three subcommittee meetings, (*Tuesday is the preferred date, Thursday is second choice*). This will depend on the room availability, (Pam will check with Sr. Susan). A discussion will need to take place at the Executive and PC meetings.

Clinton Droster has accepted the offer to co-chair S&F, Robert Watkins will move to QI co-chair.

Adjournment - Motion: Chris Ritter Seconded: Clinton Droster

Strategy & Finance Committee

1:00 - 2:30pm

Quorum = 4 2018/19

	S & F Members	Mar
1	Max Rodas Co-chair	20
2	Robert Watkins Co-chair	20
3	Melissa Federman	0
4	Tammie Jones	20
5	Chris Krueger	20
6	Naimah O'Neal	10
	Total in Attendance	3

PC Members: Jason McMinn, Kimberlin Dennis

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

Guest: Anthony Lawrence