

## **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, January 18, 2017 • 4: 00 pm to 5:30 pm  
St. Augustine Health/Ursuline Piazza Campus •  
7801 Detroit Avenue, Cleveland, OH 44102

Start: 4:02 End: 5:35 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

#### **Approval of Agenda, January 18, 2017**

Motion: Naimah O'Neal Seconded: Jason McMinn

**VOTE:** In Favor: All Oppose: 0 Abstain: 0 *Motion passes*

Chris Ritter made a suggestion to switch up the order of the agenda, it was brought to his attention that the Executive and Full PC meeting gets redundant. Sharron Harris advised that items on both agendas are the official order of Planning Council business and should remain as it. She advised that generally many Planning Councils hold their Executive Committee and Planning Council meetings on different days, but due to convenience here in the Cleveland TGA, they occur on the same date. Tom O'Donnell, CCBH Legal Counsel, advised members that all Planning Council meetings are open to the public, you can specify if there can be public comment or not at Executive, but they must have public comment at the full PC meeting. The question was raised as to what and how other jurisdictions handle this.

#### **Approval of the Minutes, November 16, 2016**

Motion: Chris Ritter Seconded: Naimah O'Neal

**VOTE:** In Favor: All Oppose: 0 Abstain: 0 *Motion Passes*

#### **Approval of Planning Council Agenda, January 18, 2017**

Motion: Chris Ritter Seconded: Brenda Glass

**VOTE:** In Favor: All Oppose: 0 Abstain: 0 *Motion Passes*

### **Grantee Report**

#### **a. Administrative Update**

1. The State Integrated Plan Committee continuing to in 2017. PC is asked to identify a committee to address ongoing local actions/progress of the plan. The grantee recommended PC and local Prevention hold 2 joint meetings in the 2017 year.
2. Clinical Quality Management committee meetings continue, the upcoming meeting is February 13<sup>th</sup> to review the National Quality Center's disparity's tool.
3. RFP review will be January 27<sup>th</sup> for the FY17 grant year with an option to extend (2) additional years.
4. Housing Focused Needs Assessment work is ongoing working with the PC Quality committee.
5. 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.  
\*\*Chris Ritter suggested that CLC should participate and the co-chair, Naimah O'Neal agreed.
6. The Estimated Unobligated Carryover was submitted to HRSA.
7. Core Medical Waiver application for FY17 services was submitted to HRSA. Thank you to Claire Boettler for putting it together since the RW team is shortstaffed.

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8. Grantee will be submitting a request for FY17 estimate of funding. The FY17 grant year is expected to be multiple awards from HRSA.
9. Initial award will consist of 70% of formula and 40% of the MAI award with a date of around mid-February.

### **FY2016 Utilization Update**

Please note the split is 77.95% Core and 22.05% Support. The total expenditure is 68.09%. This number is based on spending for nine months equally 75% percent of the award with a 2.5 variance. In FY15 we were at 64 % of expenditures.

No service categories in red since reallocation.

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

Grantee is requesting a Reallocation approval.

### **Planning Council Business**

- a. 2017-2021 prevention and care goals for Ohio  
What committee will take the lead in tracking the goals and to contribute support? Chris Ritter has suggested an ad hoc committee, Sharron Harris suggests that it be housed in QI with members from the other committees to support.  
\*\*Chris Ritter made a motion to assign it to QI with members from the other committees, at least 1 person per committee to support the integrated plan through 2021, (person to be named by February), motion was seconded: Naimah O'Neal  
**VOTE:** In Favor: All      Oppose: 0      Abstain: 0      *Motion passes*
- b. Provide monthly progress update from HRSA Project Officer – The call was brief, Discussed work plan for all PC committees, all will be approved at February meetings. Monique reported on the award and grantee can request an estimate award.
- c. FINAL Review of 2016-2017 PCAT for Closeout  
Sharron Harris projected on the screen and reviewed all committee activities.

### **Committee Reports**

- a. *Community Liaison Committee* – Naimah O'Neal  
Good first meeting and good projects. Will create educational info, 2 community forums, build a capacity building training, will do outreach, and review work plan for compliance. Committee will finalize their work plan in February.
- b. *Strategy & Finance* – Max Rodas  
2017 work plan/PCAT was the primary discussion. They are asking for approval for re-allocation, need a motion for re-allocation. Chris Ritter makes a motion for reallocation from S&F as presented. Merle Gordon has a question as to what this motion is regarding. Melissa Rodrigo explained the Grantee is informing the PC of a reallocation that occurred in December to ensure service needs are met and no funding remain unspent. Motion seconded by Brenda Glass.  
**VOTE:** In Favor 8      Oppose: 0      Abstentions: 0      *Motion passes*

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c. *Membership, Retention & Marketing* – Chris Ritter

Chris discussed the work plan for 2017/18 (projected on screen) he suggested to add an item from the integrated plan, Brenda will be the contact.

Motion made by Naimah O’Neal, Seconded by Max Rodas

**VOTE:** In Favor 8    Oppose: 0    Abstain: 0    *Motion passes*

d. *Quality Improvement*– Jason McMinn

Work plan is not complete, but reviewed. They will add the Integrated Plan and State Needs Assessment. The members will vote on their work plan in February. The committee reviewed Item #4 of the Core Performance Measures. The focused housing needs assessment is being conducted by Community Solutions survey, HIV positive members can take the survey via a paper version or online via Survey Monkey. Jason will email the survey to members. The deadline for completing the survey is Feb 10.

**Other Business**

None

**Announcements**

None

**Adjournment**

Motion: Niamah O’Neal    Seconded: Chris Ritter

**VOTE:** Unanimous

Executive Committee		2016/17											
4:00 - 5:30pm		Quorum = 6											
Executive Committee Members	Term	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1 Kimberlin Dennis	8/13 - 8/16	Y	Y	Y	Y	P	Y	Y	Y	Y			
2 Terry Allan	7/15 - 7/18	N/A	N/A	N/A	N/A	S	Y	N	N	Y			
3 Merle Gordon	9/16 - 9/19	N/A	N/A	N/A	N/A	R	N	Y	N	N			
4 Darryl Fore	7/15 - 7/18	N	Y	N	Y	A	Y	Y	N	N			
5 Brenda Glass	7/15 - 7/18	Y	Y	Y	Y		Y	Y	Y	Y			
6 Jason McMinn	7/15 - 7/18	Y	Y	Y	Y		N	Y	Y	Y			
7 Naimah O’Neal	3/14 - 3/17	N	N	N	Y		Y	Y	N	Y			
8 James Stevenson	8/13 - 8/16	N	Y	Y	Y		Y	Y	Y	Y			
9 Chris Ritter	7/15 - 7/18	N	Y	N	Y		Y	N	N	N			
10 Max Rodas	3/14 - 3/17	Y	Y	Y	Y		Y	Y	Y	Y			
as of 1/9/17		3	8	6	9		8	8	5	7			

Staff: Sharron Harris, Pam Ditlevson, Claire Boettler, Melissa Rodrigo  
 Guest: Tom O’Donnell