

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

Wednesday, March 15, 2017

4: 00 pm to 5:30 pm

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

Start: 4:05 **End:** 5:30 **Co-chair:** Merle Gordon

Moment of Silence

Welcome and Introductions

Approval of Agenda, March 15, 2017

Motion: Max Rodas Seconded: Naimah O'Neal

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

Approval of the Minutes, February 15, 2017

Motion: Naimah O'Neal Seconded: Brenda Glass

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

Approval of Planning Council Agenda, March 15, 2017

Motion: Brenda Glass Seconded: Jason McMinn

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

*Public comment is on the agenda twice, top and bottom, why? So that questions for beginning and end of meeting pertaining to the agenda can be addressed.

Grantee Report – Handouts provided

a. Administrative Update

- a. State Integrated Plan Committee continuing to in 2017. PC designated membership was sent to ODH and designee have been added to the state groups. PC lead Jason was cc'd on the email to the state. Local Prevention and Care joint meeting is May 2017. Local group members will help coordinate local efforts when applicable.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. Next meeting is May 15th 2017.
- c. Grantee team working closing out FY16 and completing required reports as well as preparing for FY17 start up. Grantee will conduct annual provider training for program and fiscal leads on April 13th am. Grantee will conduct provider summary briefing in afternoon on April 13th. FTE's are required to attend meeting the PC directive.
- d. Housing Focused Needs Assessment work is complete, Grantee looking over report as well as HOPWA lead.
- e. 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.
- f. Core Medical Waiver application for FY17 services was approved by HRSA. Staff had to recalculate allocation half way through budget negotiation meetings with providers. A reallocation is recommended based on the requests and core waiver percentages assigned by PC. HIPSCA needs additional funding as well as Medical Transportation.
- g. Initial award will consist of 70% of formula and 40% of the MAI award. The total dollar amount is 2,163,079.00. Must hold PC % for core and support hold harmless at the approved 72.42% core and 27.58% support. Partial award contracts to follow within the next week.

b. FY2016 Utilization Update

Please note the split is 78.57% Core and 21.43% Support. The total expenditure is 82.26%. This number is based on spending is based on eleven months equally 92% percent of the award with a 2.5 variance. In FY15 we were at 75 % of expenditures.

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Working on closing out grant with sub-recipients.

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

HIPSCA needed to be increased due to higher costs at the start of the year. After discussions with sub-recipients that dollars would be taken from EIS and Oral Health. Must be core services.

Medical Transportation was a significant need identified in the budget meetings by a couple of providers. In order to hold the support % at the core waiver amount we must reduce another support category. The grantee recommends reducing outreach. The reason is if we receive level funding PC will have allocated more funds than agencies requested funding.

Planning Council Business

a. Provide monthly progress update from HRSA Project Officer

No call, nothing to report.

b. Review & approve Mar. 1, 2017 – Feb. 28th, 2018 PCAT

Projected and Sharron Harris reviewed

Motion to approve PCAT was made by Jason McMinn and Seconded by Max Rodas

VOTE: In Favor: 7 Oppose: 0 Abstain: 0

Motion to accept the 2017/18 PCAT has passed

i. Quarterly Report of Work plan progress (June, Sept. & Jan.)

A template for the quarterly report to ensure continuity will be created by Sharron Harris

c. Documenting PC Work (Motion Form)

Sharron Harris reviewed this document, each chair will prepare this form to retain for PC records.

Sharron will remind and encourage committee's to use form. This will be used for programmatic needs and decisions within the subcommittees to present to executive and full PC.

Motion to approve use of the motion form was made by Max Rodas, and Seconded Chris Ritter

VOTE: In Favor: 7 Oppose: 1 Abstain: 0

Motion passed

Anyone completing this form must provide it to the PC Staff or Support Contractor prior to meetings.

Committee co-chairs were encouraged to seek assistance from PC support contract if help is needed.

d. Review PC Training Schedule

Proposed Training requests were projected on the screen and Sharron reviewed

Chris Ritter discussed that the focus must be on the July PSRA process and everything else is pushed until after the PSRA.

On the training schedule, #4 is not in line for RAGG. A discussion took place to finalize what will take place. Additional thought needs to go into the May meeting. MRM has suggested that whoever makes the request for training needs to come to MRM and explain the details.

Melissa Rodrigo will detail the agenda for May meeting with Tammie and present at April meeting.

*Any Training proposed for the full PC must be presented to MRM for consideration. Training held within each subcommittee does not require MRM inclusion.

Committee Reports

a. Community Liaison Committee

The Abstract submitted by CLC to participate in the Youth Summit in Columbus was **not** approved, no explanation was given.

The committee will finalize the work plan dates for community event. The Committee PCAT was approved. No dates have been locked for the mini support group or the Community Forum event dates.

b. Strategy & Finance

Reallocation was requested by grantee for HIPSCA and Transportation (*Reallocation Motion Form was projected onscreen*).

Melissa Rodrigo explained what the reallocation and how the categories were chosen.



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Reallocation Request - To approve the request to reallocate \$5,500 to Medical Transportation Services to be taken in an equal amount from Outreach Services; and to reallocate \$105,000 to Health Insurance Premium Cost Sharing Assistance (HIPCSA) to be taken from the following service categories: \$20,000 from Early Intervention Services (EIS); and \$85,000 from Oral Health Services.

Motion was made by Max Rodas and Seconded by Brenda Glass

VOTE: In Favor: 8 Oppose: 0 Abstain: 1

Motion passes

- c. Membership, Retention & Marketing** - Chris reviewed the attendance policy that was projected on screen. The Executive Committee will determine the points for special meetings MRM will reach out to members at 75%, below 70% a letter will be mailed, and at 50% or below the removal process will begin.

Motion was made by Chris Ritter and seconded by James Stevenson

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

Motion to accept the Attendance Policy passed

- d. Quality** - Housing needs assessment results was presented by Kate Warren with Community Solutions. (Projected on screen). The Committee also discussed the Statewide Integrated Plan, stating the subcommittees are scheduling meetings, should get a (Base-camp) e-mail.

Other Business - HRSA Webinar, Tuesday March 28th, 2:00-3:30 all are asked to participate

Announcements - Bob Candage stated the changes in Part B defunding will not change staffing, it will be business as usual.

Adjournment - Motion: Naimah O'Neal Seconded: James Stevenson

Executive Committee

4:00 - 5:30pm

Quorum = 6 2017/18

	Executive Committee Members		Mar
1	Kimberlin Dennis		Y
2	Terry Allan		Y
3	Merle Gordon		Y
4	Darryl Fore		N
5	Brenda Glass		Y
6	Jason McMinn		Y
7	Naimah O'Neal		Y
8	James Stevenson		Y
9	Chris Ritter		Y
10	Max Rodas		Y
	Total in Attendance		9

Staff: Sharron Harris (*via conference call*), Pam Ditlevson, Melissa Rodrigo

Guest: Kim Rodas, Bob Candage,