

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, September 20, 2017

4: 00 pm to 5:30 pm

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

Start: 4:20

End: 5:39

Co-chair: Terry Allen

Moment of Silence

Welcome and Introductions

Approval of Agenda, September 20, 2017

Motion: Max Rodas Seconded: Naimah O'Neal

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

Approval of the Minutes, August 16, 2017

Motion: Naimah O'Neal Seconded: Max Rodas

Vote: In Favor: 6 Oppose: 0 Abstain: 2

Approval of Planning Council Agenda, September 20, 2017

Motion: Maurice Smith Seconded: Naimah O'Neal

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

Grantee Report – See Grantee handout

- a. Administrative Update – Melissa Rodrigo
 - a. State Integrated Plan Committee most work is on hold until staff is in place at ODH. There will be a call scheduled in the future to discuss moving forward.
 - 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 next meeting is September 25th 2017.
 - c. Grantee team working on the Program Terms report for FY17 grant.
 - d. Grantee team is working on the annual grant application.
 - e. All monitoring for the FY17 grant year has been completed and the final report is being drafted this week.
 - f. The grantee is working with agencies to get updated budgets submitted so invoices can be processed. In addition, all agencies were requested to review their current expenditures are funding needs or available funds for re-appropriation. Reallocation expected in October 2017.
 - g. 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 with the PC QI committee draft documents were provided to the co-chair and facilitator.
 - h. Prevention and Care bi-annual meeting will be held Oct 30th from 10 to noon at CCBH.

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- b. FY2017 Utilization Update – See handout
No questions for the grantee at this time

Planning Council Business

- a. **Review Planning Council portion of PC/Grantee MOU for updates**

The Planning Council budget is complete. 10% for administration and Planning Council support, transportation, and food. It totals approximately \$116,000.00. Pam will email MOU to members.

- b. **Provide monthly progress update from the HRSA Project Officer**

The call was brief; Monique asked PC co-chairs, grantee and support to identify a day/time that works for them the date proposed was the 1st Wednesday of each month at 2:00 p.m. Confirmation on the new schedule is pending the Project Officer's confirmation.

- c. **Membership Attendance Policy**

Sharron Harris projected and reviewed the policy. The new policy allocates point for attendance as follows:

- Planning Council - 20
- Sub-committee of Record points allocated – 20
- Sub-committee (None committee of Record)
- Special meeting – 30
- Other meeting (if conflicts with Committee of Record)

A Leave of Absence form is still being debated.

Motion to move forward with the proposed attendance policy: Brenda Glass

Seconded: Naimah O'Neal

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

Motion passed

- d. **Provide Quarterly Progress Report for Compliance with Committee Work Plans**

Sharron Harris projected and reviewed the work plan. All items and those who are head of each activity were reviewed.

**Separate S&F #3; re-allocations/Expenditures report

MOU will be circulated

Recommended** Start PSRA process now, request data in Jan/Feb

Committee Reports

- a. *Community Liaison Committee* - Naimah O'Neal

Committee discussed promoting the Oct 19th community forum at MetroHealth 5:30-7:30.

Planning Council members are encouraged to invite any clients, friends, family etc.

- b. *Strategy & Finance* – Max Rodas

Committee discussed the following:

- Service category utilization and spending.
- Grantee to present a reallocation request in October
- Reviewed the NYC PSRA Tool and will conduct to scenarios at the October meeting to evaluate whether the tool will be implemented.

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c. *Membership, Retention & Marketing* – Brenda Glass

The committee discussed the following:

- The Planning Council Reflectiveness for compliance - All mandatory membership categories are filled except the following: Representatives of Individuals who formerly were Federal, State or Local Prisoners, were released from the custody of the Penal System during the Preceding 3-years and had HIV/AIDS as of the date of release.
- Attendance Policy – incorporating a point system to attendance management

d. *Quality Improvement* – Maurice Smith

The committee discussed Directives, reviewed the form to create directives, Ohio Needs Assessment, more info for transgender community. The committee will do a data request form for the grantee.

Other Business

A request to provide a letter of support for RTI International Research Project titled “Identifying and Disseminating Substance-Treatment-Strategy Recommendations to HIV/AIDS Service Setting.”

Motion to create a letter of support: Chris Ritter Seconded: Naimah

VOTE: In favor: 9 Oppose: 0 Abstain: 0

Motion passed

Announcements

Kimberlin Dennis’ book is available on Amazon or after meetings from her

Flyers are available on the table for various events

Next Wednesday, Imani church is presenting Guilty until proven innocent, see flyer for details

Adjournment

Motion: Naimah O’Neal

Seconded: Robert Watkins

	Executive Committee	Mar	Apr	May	June	July	Aug	Sept
1	Kimberlin Dennis	Y	Y	Y	Y		Y	Y
2	Terry Allan	Y	Y	Y	N		Y	Y
3	Merle Gordon	Y	Y	Y	Y		Y	Y
4	Naimah O’Neal	Y	Y	Y	Y		Y	Y
5	James Stevenson	Y	Y	Y	Y		Y	Y
6	Max Rodas	Y	Y	N	N		Y	Y
7	Robert Watkins						Y	Y
8	Brenda Glass	Y	Y	N	Y		N	Y
9	Chris Ritter	Y	N	N	Y		Y	Y
10	Jason McMinn	Y	Y	Y	Y		Y	N
11	Maurice Smith			Y	Y		N	Y
	In Attendance	9	8	7	8		9	10

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

Guest: Bryan Jones, Alan Taege, Bob Candage, Tim Leonard