

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, October 18, 2017

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

Start: 4:10 pm End: 5:35 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda, October 18, 2017

Motion: Jason McMinn Seconded: James Stevenson

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

Motion passes

Approval of the Minutes, September 20, 2017

Motion: Terry Allan Seconded: Merle Gordon

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

Motion passes

Approval of Planning Council Agenda, October 18, 2017

Motion: Merle Gordon Seconded: James Stevenson

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

Motion passes

Grantee Report

- a. Administrative Update – Melissa Rodrigo
Handouts were given
 - a. State Integrated Plan Committee meets this Friday. There will be a call scheduled in the future to discuss moving forward. Housing Goal continues to meet.
 - 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 last meeting was Monday, September 25th 2017. The next meeting is in December. Grantee is proving TA to all sub-recipients before the next meeting.
 - c. EIIHA meeting is October 30th with DIS, Prevention and Care for the TGA region.
 - d. Grantee team submitted the Program Terms report for FY17 grant.
 - e. Grantee team working on grant application.
 - f. 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.
 - g. The grantee is working with agencies and state in regards to budgets and reallocations. The grantee is providing a reallocation based on current provider requests. The best option

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would be to grant the grantee to make any additional reallocations needed so a blanket approval. This would allow the grantee to move funds where requested if changes were identified by providers. The reconciliation would be brought to the next board meeting. If not, I would request to pass the suggested recommendation. ODH was asked for more funds than what will be needed to close out the FY17 grant year. The grantee will be drafting a second full set of contracts for the ODH funds which will go to June 2018. Additional funds were requested in support for Medical Transportation and Non-Medical Case Management to offset support service needs for next year.

2) Core Expenditure Report FY17

Please note the split is 75.70% Core and 24.30% Support based on current invoices. The total expenditure is 50.83%. This number is based on spending is based on 50% plus a 2.5 variance. Last year during this time period, the grant was 43.22% expended.

Grantee does not have any outstanding requests for data from Planning Council.

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

Reallocation Vote:

There was a motion made to reallocate as recommended by the Grantee, with the flexibility for the Grantee to make adjustments as required to meet service needs. (See motion form)

Motion made by: Merle Gordon

Seconded by: James Stevenson

VOTE: In Favor: 8

Oppose: 0

Abstain: 0

Motion passes

Planning Council Business

- a. Provide monthly progress update from the HRSA Project Officer – discussed the upcoming Community Forum, and reported that an e-mail was just received to reschedule the November call.
- b. Review and Approve candidate's qualification statements for Planning Council - Handouts were given for review of reappointments and new applicants. Members reviewed and discussed each one. Sharron Harris gave handouts of the reflectiveness for review.

Vote on Reappointments to the Planning Council:

Motion to accept as written made by Terry Allan and seconded by James Stevenson

VOTE: In Favor: 6 Oppose: 0 Abstain: 0

Motion passes.....Congratulations!

Vote on New Applicants to the Planning Council:

Ryan Duhamell, Christy Nicholls and Tim Leonard

A motion to vote in favor of the new candidate slate as written was made by Terry Allan and seconded by Merle Gordon

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

Motion passes.....Congratulations!

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C. Monitor PCAT for compliance - PCAT was reviewed last month.

Committee Reports

a. Community Liaison Committee – Naimah O’Neal

1. Finalized the community forum which is Thursday October 19, 2017. Have both English and Spanish agenda’s and a Spanish interpreter. Forums will change next year to better educate the consumers to live a fuller life. Plans are to conduct mini-education sessions during existing support group type meetings.

b. Strategy & Finance – Max Rodas

1. A new PSRA tool was discussed and reviewed and the reallocation was approved which was presented to Executive.

c. Membership, Retention & Marketing – Brenda Glass

The new applicants were discussed, the new questionnaire was reviewed, possibly do a train-the-trainer – the goal is to have 2 meetings of a joint effort with two 3-hour sessions that will be held at Circle Health, more details to come.

b. Quality - Kimberlin

They had a discussion about service categories, it’s in the very beginning stages, and will review other TGA’s. Sharron Harris will create a format to compare other TGA’s and the information from the grantee’s office. Directives were discussed and may not be discussed any more.

The Statewide Integrated plan was discussed, and housing has been discussed for 6 months, with nothing really coming out of it. No directives have come from the housing discussion and the housing issue is over and done with.

Other Business - None

Announcements

Brenda Glass – Violent Crimes: Free, confidential, 24/7, call 216 644-5847. “We will come to you wherever you are.”

Adjournment

Motion: Naimah O’Neal

Seconded: Merle Gordon

Unanimous



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

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

Guest: Kim Rodas, Chris Krueger