

# **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 17, 2018

4: 00 pm to 5:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

**Start: 4:20**

**End: 5:30**

**Co-chair: Merle Gordon**

**Moment of Silence**

**Welcome and Introductions**

**Approval of Agenda**, January 17, 2018

Motion: Chris Ritter      Seconded: James Stevenson

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

Motion passed

**Approval of the Minutes**, November 15, 2017

Motion: Terry Allan      Seconded: James Stevenson

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

Motion passed

**Approval of Planning Council Agenda**, January 17, 2018

Motion: Naimah      Seconded: Chris Ritter

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

Motion passed

## **Grantee Report**

### **a. Administrative Update – Melissa Rodrigo**

- a. State Integrated Plan Committee call is scheduled for February 6<sup>th</sup> limited lines for the State of Ohio. ODH leads are re-evaluating all goals and objectives before the call. I plan on emailing changes to the QI committee upon receipt of updated draft from the state for our region to comment where needed.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. Technical assistance was provided to all sub-recipients in November and December. Revised AIM statements were submitted last week. The next meeting in conjunction with the National Quality Center is a webinar meeting to be held on January 29<sup>th</sup>.
- c. EIIHA planning meeting will be scheduled in conjunction with Prevention partners in May. Grantee conducted a coordination of providers call with prevention and care partners serving Lake, Geauga and Ashtabula counties on January 8<sup>th</sup>.
- d. Grantee team submitted FY2017 Estimated Carryover request to HRSA in December 2017.
- e. ODH proceeding with a needs assessment for next year. Vino Sundaram participated in the proposal review on Monday September 11<sup>th</sup> at Department of Professional Services. Upon

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ODH selected Ohio University as the vendor. OU put together a very experience team to conduct the assessment. A presentation to outline the three year process will be conducted at the January 17<sup>th</sup> QI meeting. Details have been provided to the QI committee. Please attend to provide local input.

- 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. All but one contract is approved by CCBH. There were a total of 16 contracts either created due to ODH funds or amended due to existing Part A funds. There is only one contract that is yet to be approved. 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. FY2018 Requests for funding are due back to CCBH.

### 2) **Core Expenditure Report FY17 –**

Please note the split is 75.99% Core and 24.01% Support based on current invoices. The total expenditure is 70.18%. This number is based on spending is based on 75% plus a 2.5 variance. Last year during this time period, the grant was 68.09% expended.

Grantee does not have any outstanding requests for data from Planning Council. Data was provided to PC.

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

#### b. FY2017 Utilization Update

- \*Need to take back \$30,000.00 from an agency and distribute elsewhere.
- \*Hopefully HIPSCA can have more dollars allocated to it.
- \*A final vote will take place in February.
- \*ODH funds cans be spent thru June.

A motion to approve reallocation of Part A funds and allocation of the ODH funds was made by Chris Ritter and seconded by Naimah O’Neal

**VOTE:** In Favor: 8 Oppose: 0 Abstain: 2 Brenda Glass and Jason McMinn  
Motion carries

\*\*Send letter to Director Heims at ODH regarding the FPL percentage

\*\*Need clarification as to who can vote on a slate, and what is a slate

### **Planning Council Business**

- a. Provide Monthly Progress Update from HRSA Project Officer - The call didn’t take place
- b. Review and approve the Cleveland TGA 2018-2019 Grant Year Meeting Schedule - A vote for the 2018/19 Planning Council Meeting schedule approval;  
Motion: Chris Ritter Seconded: Naimah O’Neal  
**VOTE:** In Favor: All, Oppose: 0 Abstain: 0  
Motion carries

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- c. Review and Approve March 1, 2018 – February 28, 2019 Planning Council Activity Timeline (PCAT), this item was Tabled until the February 21<sup>st</sup> meeting.
- d. Discuss the Plan for the “Ryan White Champion Award” Presentation to Sr. Susan award, she will be invited to the February meeting and presented with a certificate for her support and advocacy for those affected by HIV/AIDS. Chris thought a plaque was going to be presented not a certificate. \*\*Add “champion award” to February PC agenda.
- e. Plan Annual Progress Report Presentation to Cuyahoga County Council
  - i. Brief Update Presentation to County Executive - Sharron Harris asked for suggestions as to what this report would look like. Terry Allan gave input and that it should take place at the time of PC appointments. A work group should be developed, Robert, James, Chris and Naimah – with Robert as the lead to outline the information to be covered in the report.

### Committee Reports

- a. Community Liaison Committee – Moved to PC
- b. Strategy & Finance– Moved to PC
- c. Membership, Retention & Marketing– Moved to PC
- d. Quality – Jason McMinn

Jason is asked for feedback from his committee as to if they should continue with review of the service categories or wait until S&F complete their ranking for PSRA.

Sharron Harris proposed that QI should hold off any further work until S&F completes the work and gives a recommendation to QI, do members agree. This was agreed on by both committees.

**Other Business - None**

**Announcements - None**

### Adjournment

Motion to adjourn: Made by Terry Allan

Seconded: Kimberlin Dennis, Motion passes

Executive Committee												
4:00 - 5:30pm												
Quorum = 6		2017/18										
	Executive Committee	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
1	Kimberlin Dennis	Y	Y	Y	Y		Y	Y	Y	N		Y
2	Terry Allan	Y	Y	Y	N		Y	Y	Y	Y		Y
3	Merle Gordon	Y	Y	Y	Y		Y	Y	Y	N		Y
4	Naimah O'Neal	Y	Y	Y	Y		Y	Y	Y	Y		Y
5	James Stevenson	Y	Y	Y	Y		Y	Y	Y	Y		Y
6	Max Rodas	Y	Y	N	N		Y	Y	Y	Y		Y
7	Robert Watkins						Y	Y	Y	Y		Y
8	Brenda Glass	Y	Y	N	Y		N	Y	Y	Y		Y
9	Chris Ritter	Y	N	N	Y		Y	Y	N	Y		Y
10	Jason McMinn	Y	Y	Y	Y		Y	N	Y	Y		Y
11	Maurice Smith			Y	Y		N	Y	Y	N		N
	In Attendance	9	8	7	8		9	10	10	8		10

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

Guest: Tim Leonard