

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, March 21, 2018

4: 00 pm to 5:30 pm

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

Start: 4:17 End: 5:35 Co-chair: Merle Gordon

Moment of Silence

Welcome and Introductions

Approval of Agenda, March 21, 2018

Motion: Naimah O'Neal Seconded: James Stevenson

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

Approval of the Minutes, February 21, 2018

Motion: Naimah O'Neal Seconded: Kimberlin Dennis

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

Approval of Planning Council Agenda, March 21, 2018

Motion: Max Rodas Seconded: Jason McMinn

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

Grantee Report – MR (see handout)

Thank you to Kimberlin for presenting on PC to County Executive

1. *Administrative Update* - PC is welcome to attend the April 11th, showcase of services, St. Augustine 9:00 am-11:00 am (send out to PC members)
 - a. State Integrated Plan Committee call was held on February 6th. The CDC and HRSA representatives were on the call. Federal funders stated a revised plan would not need to be submitted and they were happy the State of Ohio plan contributors were continuing to meet, revise and implement a plan. Ohio meetings are starting to get going.
 - b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. Revised AIM statements were submitted and data was submitted. The next meeting in conjunction with the CQII was held on March 19th at the Cuyahoga County - Warrensville Heights library. The CQM projects are expanding from viral load suppression to include retention in care project as well. This should address our data gaps on our continuum of care. Introduced the PC QI Directives to the committee.
 - c. EIIHA planning meeting will be scheduled in conjunction with Prevention partners in May 21st the location is the Independence library.
 - d. Grantee team received a partial award for FY2018 grant year in the amount of \$984,524.00. The award is made up of percentages of our FY2017 award to include 31.5% of the Formula and 20.6% of the Minority AIDS Initiative award. This is due to not having a Federal Budget. A second partial award arrived on March 15th for a total partial award of \$2,140,230.00. This was briefed to us the week before that it should arrive at the end of the month. The numerous partial awards will make it a difficult year for all parties.
 - e. ODH proceeding with a needs assessment for next year. OU put together a very experience team to conduct the assessment. A presentation was presented to the PC QI committee in January 2018. OU is finalizing how many focus groups will be conducted in each location.

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Kimberlin Dennis, Merle Gordon, Terry Allan Co-Chairs



Grantee team submitted a request based on EPI data that the Cleveland TGA receives at least 4 focus groups two in Cuyahoga one in the east and one in the west.

- 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. 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.
 - g. FY2018 requests for funding were received. Budget negotiation meetings taking place throughout March.
 - h. Grantee conducting annual provider training March 28th at CCBH. The Annual Provider Summary briefing ("*Provider Showcase*") for providers and FTE's April 11th at St. Augustine.
 - i. FY2018 contracts are starting to go to the Board in March.
 - j. FY2019 grant application is going to be moved up this year. The estimated timeframe provided by HRSA is June through August with a 90-day period. This information was passed onto PC support for the PSRA time adjustment.
- 2) *Core Expenditure Report FY17* – Please note the split is 76.82% Core and 23.18% Support based on current invoices. The total expenditure is 83.96%. This number is based on spending is based on 92% plus a 2.5 variance. Last year during this time period, the grant was 76.43% expended. There have been three providers to date that left roughly 10K on the table.

The Grantee completed a data request from Robert Watkins from the QI committee and said in the future, more than a week would be needed to respond to the request.

There is no expenditures for FY2018 as of yet.

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

**It was suggested that Tim Leonard conduct/arrange a training on the ODAP process.

Ryan White Part A overview at County Council; Kimberlin talked about PC and Melissa covered demographics and Viral Load suppression.

Merle suggested to present to other county council's within the TGA to share PC info and grantee work.

Planning Council Business

- a. *Provide monthly progress updates from the HRSA Project Officer* - Sharron Harris reported about moving PSRA activities up to complete everything by June 27; she provide a progress report on each committee's work tasks; and provided an update of Planning Council reflectiveness for new member recruitment planning.
- b. *Discuss Input for (PC Corner) Upcoming Newsletter from Grantee office* - Melissa Rodrigo is aiming for a June release of the newsletter to serve as an information source for Part A provider employees. Sharron suggested the PC corner message for the first issue come from Executive committee. Some ideas for topics she suggested were: MRM may want to use to the space allocated for PC to promote new recruits; might consider advertising the PC meeting schedule; Also, Naimah proposed using quotes as to the importance of PC to the community. Jason volunteered to be the point person and work with Sharron.
- c. *Input for August EIIHA Presentation* – Melissa Rodrigo provide a brief synopsis of prior year, she suggest inviting providers to talk about their programs, this will be put on the August agenda.

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Kimberlin Dennis, Merle Gordon, Terry Allan Co-Chairs



- d. *Review and Provide feedback on Draft framework for Annual Progress Report* - Tabled
Melissa Rodrigo will email the presentation to Sharron she made to the County Council to ensure there is consistency in the information provided.

Committee Reports

- a. *Community Liaison Committee* - Naimah O’Neal reported that starting in April, the committee would conduct mini forums at support groups, the Community forum is set for April 28, 2018.
- b. *Strategy & Finance* – Robert Watkins reported that Clinton Droster agreed to accept the S&F co-chair position and this report is his final as co-chair, he is moving to co-chair QI with Jason. Scoring the TGA funded services using the NYC model is complete, and ready for PSRA. Sharron projected the final decisions onscreen in order of ranking and reviewed the final out comes.
- c. *Membership, Retention & Marketing* - Brenda Glass reported MRM will follow-up with 8 new applicants and contact current members whose term is expiring. The members whose term is expiring must submit in writing what they believe their contribution has been to PC and why they wish to continue to serve. Sharron projected onscreen current PC reflectiveness and discussed recruitment targets.
- d. *Quality Improvement* – Jason McMinn reported that Robert Watkins was officially selected to the QI co-chair position. They discussed the update on the Ohio Needs Assessment. The grantee has requested that 4 focus groups occur in the Cleveland TGA, but would like more.

Other Business - None

Announcements - April is Minority Health Month, J.L. King, author of “On the Down-Low” will be guest speaker. All in attendance will receive a copy of his book. The event is free event. Contact Tammie Jones for more information, the event date is Thursday, April 5th.

Adjournment – Motion: Robert Seconded: James

Executive Committee
4:00 - 5:30pm
Quorum = 6 2018/19

	Executive Committee	Mar
1	Kimberlin Dennis	20
2	Terry Allan	0
3	Merle Gordon	20
4	Naimah O'Neal	20
5	James Stevenson	20
6	Max Rodas	20
7	Robert Watkins	20
8	Brenda Glass	20
9	Chris Ritter	0
10	Jason McMinn	20
	Total in Attendance	8

Staff: Sharron Harris, Pam Ditlevson, Melissa Rodrigo

Guest: Jeanne Citerman-Kraeger