

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, April 18, 2018

4: 00 pm to 5:30 pm

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

Start: 4:19 p.m. **End:** 5:38 p.m. **Co-chair:** Terry Allan

Moment of Silence

Welcome and Introductions

Approval of Agenda, April 18, 2018

Motion: Chris Ritter Seconded: James Stevenson

In Favor: Unanimous Oppose: 0 Abstain: 0

- Approval with an addition under the Planning Council Business agenda item of a presentation of feedback from the mini education sessions provided by members of the CLC

Approval of the Minutes, March 21, 2018

Motion: Robert Watkins Seconded: Max Rodas

In Favor: 9 Oppose: 0 Abstain: 2

Approval of Planning Council Agenda, April 18, 2018

Motion: Chris Ritter Seconded: Max Rodas

In Favor: Unanimous Oppose: 0 Abstain: 0

- Approval with an addition under the Community Liaison Committee report of a presentation of feedback from the mini education sessions provided by members of the CLC

Grantee Report

a. Administrative Update

- Claire Boettler provided members with a written summary of the Grantee's administrative update and highlighted the following points:
 - The Grantee received a second partial funding award from HRSA in early April; the HRSA Project Officer stated a third and final award will be made sometime in June. The second partial award brings the level of funding to 48% of what is expected as the final full award

b. FY2017 Utilization Update

- Closeout of the 2017 grant year is in the final stages; it appears that 96% of service category funding was expended. The remainder of the funding will be received as carry-over dollars and has been allocated by PC to the Oral Health Care service category. The unduplicated client count for the 2017 grant year is 3,065

Planning Council Business

a. Provide Monthly Progress Update from HRSA Project Officer

- Sharron provided an update of the call with the HRSA Project Officer that was held on 4/4
 - The Project Officer continues to ask if PC has discussed reducing the number of service categories being funded
- The TGA will have an interim Project Officer (Durkia Hudson) while Monique Witherspoon is on maternity leave

b. Review and provide feedback on Draft Framework for Annual Progress Report.

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- Sharron Harris reported being behind on this task; this agenda item tabled until the May meeting

c. Mini-Education Session Feedback

- Sharron Harris did a presentation on the feedback results from 2 mini-education sessions provided by CLC members
- The consumers participating in the sessions appreciated the Committee members bringing information to group meetings they were already attending, and appreciated the opportunity to provide input on needed services

Committee Reports

a. Community Liaison Committee (3-Minutes)

- Community Forum scheduled for 4/28, at Recovery Resources from 2-5 pm.

b. Strategy & Finance (3-Minutes)

- Continued preparation for the PSRA meeting, final allocations meeting, scheduled on 6/27

c. Membership, Retention & Marketing (3-minutes) – finalize recruitment strategy for new recruitment. Also reviewed and approved a separate re-appointment process for current planning Council members, seeking re-appointment.

d. Quality (3-minutes)

- Began reviewing the lowest ranked service categories to determine if any should be defunded – this review will be ongoing

Other Business

- Chris Ritter made a motion to shorten the duration of the Executive Committee meeting in May to 4:00 p.m. – 5:00 p.m. and lengthen the duration of the Planning Council meeting to 5:00 p.m. – 7:00 p.m. The motion was seconded by Naimah O’Neal. Motion was unanimously approved.
 - Time change is being made in order to accommodate planned training at the PC meeting in preparation for the PSRA meeting in June

Announcements – None

Adjournment

Motion: Naimah O’Neal **Seconded:** Clinton Droster

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

	Executive Committee	Mar	Apr
1	Kimberlin Dennis	20	20
2	Terry Allan	0	20
3	Merle Gordon	20	20
4	Naimah O'Neal	20	20
5	James Stevenson	20	20
6	Max Rodas	20	20
7	Clinton Droster		20
8	Brenda Glass	20	20
9	Chris Ritter	0	20
10	Jason McMinn	20	20
11	Robert Watkins	20	20
	Total in Attendance	8	11

Staff: Sharron Harris, Claire Boettler

PC Member Guest: Tim Leonard, Kim Rodas, Marlene Robinson-Statler

Guest: Rev. Ronald Rollings, Cordell Harris, Earl McCray, Kim Richardson