

Cuyahoga Regional HIV Health Services Planning Council

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

Max Rodas, Clinton Droster - Co-Chairs



Strategy and Finance Committee Minutes

Wednesday, May 9, 2018

1: 00 pm to 2:30 pm

St. Augustine Health/Ursuline Piazza Campus

7801 Detroit Avenue, Cleveland OH 44102

Start: 1:19 End: 3:15 Co-chair: Clinton Droster

Moment of Silence

Welcome and Introductions

Approval of Agenda, May 9, 2018

Motion: Chris Ritter Seconded: Melissa Federman

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

Motion passed

Approval of the Minutes, April 11, 2018

Motion: Melissa Federman Seconded: Robert Watkins

VOTE: In Favor: 4 Oppose: 0 Abstain: 1

Motion passed

Grantee Report – Melissa Rodrigo (see handouts)

- a. ODH is reorganizing goals in State Integrated Plan. Grouping prevention initiatives into one goal. ODH is going to release quarterly newsletters with ongoing updates. Grantee sent out presentation to PC management and QI chairs.
- 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 last 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. A second partial award arrived on March 15th for a total partial award of \$2,140,230.00. Contracts are in various stages depending on provider requests.
- 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. 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. PC is deciding the four locations by May 9th.
- f. FY17 closeout is occurring. The grantee is hoping to be under the carryover. Dental will have a large outstanding balance. Exceptions approved in 2017 did not take advantage of services.

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- g. FY2018 requests for funding were received. Budget negotiation meetings have taken place at all agencies except one. The grantee is waiting on a date from the provider.
 - h. Grantee conducted annual provider training March 28th and the Annual Showcase of services was held April 11th FTE's funded in the service categories of MCM, EIS, Non-Medical and Outreach are required to attend.
 - i. 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 77.62% Core and 22.38% Support based on current invoices. The total expenditure is 97.14%. This number is based on spending is based on 100%. Last year during this time period, the grant was 97.75% expended. Total dollar amount remaining \$121,685.25 the dollars allowed for Carryover is \$144,325.00 into FY18. This is a total of 4% of the 5% allowed for carryover. Last year the total was 3.17%. All of Carryover and all of MAI funds were fully expended. If you add in the additional \$187,275.40 of ODH funds, FY17 would be over our award.
- The FY2018 grant is processing invoices. Current split is 82.24% Core and 17.76% Support.

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

Melissa recommends reducing Substance Abuse Outpatient and possibly eliminating. Also, cut funding in the EFA category since Part B processing time for applications is much faster).

Chris suggested asking for more funds from HRSA. Melissa stated that a formal written letter to HRSA would have to be done prior to the grant application submission and this could jeopardize funding.

The final portion of the grant award is expected by the end of the month.

Part B funds were given to 5 providers.

New/Old Business

- a. Training for S&F Committee Members - Funded Services Utilization & Cost trend Analysis. Sharron projected the power point and reviewed. EFA can be reduced per grantee recommendation. It was recommended that S&F members step-up to manage the conversation and limit the discussion about data during the allocation discussion on June 27th for PSRA. This day is dedicated solely for allocating where funds are best utilized.

Chris suggested the data projections to show future expenditures. Projections should be in place for next year. Suggestions for data presented to PC going forward are: AIDS Funding Collaborative, Part B, HOPWA, Other Ryan White Parts, (C, D,) and SPINS.

Substance Abuse Outpatient – no FTE so dollars so consider reducing by approx. \$10,000.00.

Substance Abuse Residential only served 1 client last year (*later corrected to be 5 clients served by Part A funding*). Mental Health is trending downward but is identified as a “need” per Community Forum feedback. Medical Nutrition still has a need - \$49,792.00 is about right. HIPSCA is growing – great discussion regarding it. Members may have to think about caps on services within specific categories.

**Clinton suggested tabling the HIPSCA conversation until August. Medical Transportation is trending up. EFA has dropped off in spending and could be cut. Non- Medical Case Management is trending up. Psychosocial is FTE base and the trend hasn't really changed. Melissa Rodrigo will report hours of

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support groups and food per member's request. It was suggested to ask AIDS Funding Collaborative if they could fund this category. Also, ask Melissa Federman for clarification regarding providing services outside of Cuyahoga County. Substance Abuse Residential had only 1 client (later corrected to serve 5 clients with Part A funds. It was noted that there are numerous funding sources for this category. Food Bank/Home Delivered Meals trend is stable but feedback has indicated it is a priority. HOPWA funds this category as well. Other category (Legal) is trending up, Melissa Rodrigo suggested that Nolan Stevens come in and do a presentation in August/September?

****NOTE:** Members were reminded that there would be no data presented on June 27th, only allocations will be done. Pam was asked to make table tents titled "Conflicted" for PSRA to assist with identifying individuals with conflicts and members were reminded to manage discussions from individuals with conflicts of interest, by speaking up when they know a speaker has a conflict on an issue being discussed.

- b. Assist with Planning Council re-allocations strategy/process, review expenditures by service category. This topic was covered in the Grantee Report Section.
- c. Plan and Conduct the PSRA process
 - i. PSRA work plan progress – the remaining PSRA activities include Part A & B data presentation on May 16, HOPWA presentation on June 13 & 20th
 - ii. Review CAREWare New to Care targeted client data – to be done in June
- d. Monitor Committee work plan for compliance, tabled to after PSRA.

Next Steps - None

Announcements - None

Adjournment

Motion: Naimah O'Neal

Seconded: Robert Watkins

VOTE: Unanimous

Strategy & Finance Committee

1:00 - 2:30pm

Quorum = 4 2018/19

	S & F Members	Mar	Apr	May
1	Max Rodas Co-chair	20	0	0
2	Clinton Droster Co-chair	20	20	20
3	Melissa Federman	0	20	20
4	Tammie Jones	20	20	0
5	Chris Krueger	20	20	0
6	Naimah O'Neal	10	10	20
	Total in Attendance	3	5	3

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

Guest: Rick Smith, Kimberlin Dennis, Jason McMinn, Chris Ritter, Robert Watkins