

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, May 16, 2018

4: 00 pm to 5:00 pm

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

Start: 4:00 End: 4:55 Co-chair: Kimberlin Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda May 16, 2018

Motion: Chris Ritter Seconded: Clinton Droster

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

Motion passes

Approval of the Minutes, April 18, 2018

Motion: Chris Ritter Seconded: Max Rodas

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

Motion passes

Approval of Planning Council Agenda, May 16, 2018

Motion: Chris Ritter Seconded: Naimah O’Neal

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

Motion passes

Grantee Report – Melissa Rodrigo (see handouts) – Melissa announced that the final 2018/2019 Grant Year Award could possibly be received by end of May.

Melissa reported on the progress of the Clinical Quality Management (CQM) Program and provided an explanation of the CQM and what an AIM statement is. She offered to have a presentation done on an AIM statement. EIIHA was discussed as well, they meet twice a year. Chris Ritter would like a report from these meetings. Melissa Rodrigo will send the minutes from EIIHA meetings, (possibly make this a standing request)

- 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. Next meeting is June 18th.
- c. EIIHA planning meeting will be scheduled in conjunction with Prevention partners in May 21st the location is the Independence library.



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- 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 services.
 - 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

Planning Council Business

- a. Provide Monthly Progress Update from HRSA Project Officer – Sharron reported the success of the April 28th Community Forum, upcoming progress toward PSRA and that progress is being made in the QI committee to conduct a comprehensive review of the current funded services in an effort to determine whether specific services should no longer be funded.
- b. Review & provide feedback on the draft framework for PC Annual Progress Report - Sharron Harris projected and reviewed the report. She stated that the information was pulled from several existing documents, (*i.e. Grant Application response, most recent Epi presentation, etc.*). It was suggested to do a heat map. Also, put the Outcomes in the front, this shows the value of what is done and it also will correspond with the County Executive presentation. Possibly do comparisons of other TGA's. Create a more wholesome summary and put it on the front page as well. The Executive summary shouldn't be any more than 1-2 pages. Melissa Rodrigo suggested using VINO's data as well, and possibly including an Appendix with the PC membership without status.

It was suggested that the document should go to: County Executive, Mayor, Senators, Congressmen, and elected officials throughout the TGA.

The committee's overall comments/suggestions included:

- a. This is an excellent view of PC.

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- b. Add a contact for more information.

Sharron welcomes any feedback and encouraged feedback in the form of track changes. Terry added that he would offer feedback in track changes.

Committee Reports

- a. *Community Liaison Committee* - James Stevenson

The committee discussed the results of the community forum and they were pleased with the outcome. They will continue with the mini forums, and add budgeting to the session agendas.

- b. *Strategy & Finance* - Clinton Droster

The committee discussed recommendations for service category funding for PSRA. They discussed looking at funding from other agencies to help with the PSRA process. A feedback form for PSRA will be created and used.

Sharron advised the committee that Tammie Jones will present on Housing Utilization at the June S&F and PC meetings. MRM allowed S&F to go over into their meeting time. Clinton extended a "Thank you" to Chris for this courtesy.

- c. *Membership, Retention & Marketing* - Chris Ritter

The committee continues to monitor and enforce the PC attendance. Worked on the Training schedule for PC. Targeted recruitment continues (HIV+ White & Non-White Hispanic Males, between ages 20-49). They discussed the need to stay compliant since James Stevenson is now conflicted. The bulk of the discussion was regarding the applicants needed to maintain compliance.

- d. *Quality* - Robert Watkins

The committee reviewed and discussed a possible new directive, voted on and approved it, along with previous directives from 2015-2017. The needs assessment was discussed, and the rest of the agenda was tabled.

Other Business - Plan an update on the Clinical Quality Management Plan (*time and date TBD*).

Announcements - None

Adjournment - Motion: Naimah O'Neal Seconded: James Stevenson

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

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

PC Members: Ryan Duhamell, Tim Leonard, Marlene Robinson-Statler

Guest: None