

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, August 15, 2018

4: 00 pm to 5:30 pm

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

Start: 4:10 p.m.

End: 5:40 p.m.

Facilitating Co-chair: M. Gordon

Motion made by T. Allan to immediately adjourn to Executive Session; Motion 2nd by C. Ritter.

VOTE: In favor - 10; Opposed – 0; Abstentions - 0. Executive session opened at 4:12.

Motion to resume the Executive Committee meeting made by T. Allan; Motion 2nd by N. O’Neal.

VOTE: In favor - 8; Opposed - 1; Abstention - 1. The Executive Committee resumed at 4:32 p.m.

Motion made by T. Allan to move the September Executive Committee and Planning Council meetings to the Cuyahoga County Neighborhood Family Services Center on Fulton Pkwy; Motion 2nd by C. Droster. Discussion: some committee members feel the current venue is more convenient due to its location on an accessible RTA route. A suggestion was made to explore other sites that are secure and on an accessible RTA route. Vote: In favor – 8 ; Opposed - 1; Abstention -1.

Moment of Silence

Welcome and Introductions

Approval of Agenda: (Aug. 15, 2018)

Motion: R. Watkins

Seconded: K. Dennis

VOTE: In Favor: 7

Oppose: 1

Abstain: 0

Approval of Minutes: (June 20, 2018)

Motion: N. O’Neal

Seconded: R. Watkins

VOTE: In Favor: 6

Oppose: 1

Abstain: 1

Approval of Planning Council Agenda as amended:

Motion: R. Watkins

Seconded: N. O’Neal

VOTE: In Favor: 7

Oppose: 1

Abstain: 0

Grantee Report – M. Rodrigo

- M. Rodrigo provided the Grantee report and year-to-date expenditure report

1. Grantee Report

- a. ODH reorganized goals in State Integrated Plan. There are four main goals to include: Achieve Viral Suppression, Reduce New Infections, Strengthen Data Coordination and Reduce Disparities.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. The grantee provided technical assistance to all providers in the end of June and July in regards to a quick 45 day quality improvement

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- project to impact VLS rates using a driver diagram model. All providers will present on their projects on September 17th. The grantee is changing meeting structure from 4 committee meetings a year to 2 in person and 2 webinar meetings. The approach is to allow providers more time to work on clinical quality improvement projects.
- c. EIIHA planning meeting was conducted in conjunction with local prevention partners on May 21st at the Independence library. ODH Prevention presented on upcoming changes to testing as well as PrEP. October 22nd will be the next EIIHA (Early Identification of Individuals with HIV/AIDS). These meeting are conducted bi-annually.
 - d. Grantee team received three awards to date for the FY2018 grant year. The final award was received May 23rd totaling \$4,729,016.00. This is an increase from last year by \$52,310. Contracts have been executed and sub-recipients are working on invoicing.
 - e. ODH sponsored needs assessment update. OU put together a very experience team to conduct the assessment. A presentation was presented to the PC QI committee in January 2018. The care focus group locations were approved by Planning Council. The care focus groups were conducted July and August with an estimated 105 clients providing input. Vino and PC QI continues to support regional care efforts.
 - f. FY17 closeout has been completed. The carryover was submitted as well.
 - g. FY18 working on Program Terms report due August 2018.
 - h. Grantee released a Newsletter in June of 2018. Feedback welcome.
 - i. Grantee is coordinating upcoming trainings for community partners:
Health Literacy Training – August 30th (Stacy Soria/Julie Patterson)
Criminalization/Legal update – early September (Elizabeth Bonham/Nolan Stevens)
Cuyahoga County Job and Family Services Training - October 22nd (Christy Nicholls)
 - j. Grantee team reviewing 2017 EPI data across grant area in regards to incidences.
 - k. The grantee team is working on the 2019 grant application.
- 2) The FY2018 grant is processing invoices. Current split is 73.23% Core and 26.77% Support. Total spent is 17.50% should be at 33%. Last year we were at 31.40%. The Part B funds concluded in June of 2018 which impact Mar-June charges.

Planning Council Budget 2018

PC Manager	\$75,500.00
PC Support	\$34,148.00
PC Food	\$6,000.00

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PC Transportation	\$4,300.00
PC Co-Chair HRSA Conference	\$2,500.00
Total	\$122,448.00

Planning Council Business

- a. Vote on Directives for Inclusion in the 2018/19 Grant Application
 - Sharron reviewed all of the directives that were reviewed and approved by the Quality Committee
 - Motion to approve by J. McMinn; motion 2nd by J. Stevenson
 - **VOTE:** In favor - 8; Opposed - 0; Abstentions - 0
- b. Provide Monthly Progress Update from HRSA Project Officer
 - Sharron reviewed report she provided on the monthly HRSA conference call on 8/1/18
- c. Review PSRA Summary and Feedback
 - Tabled due to time constraints
- d. Identify Agenda Items for September Combined Care & Prevention Meeting
 - Request information from HIV Care & HIV Prevention Grant funded agencies' about:
 - Their target populations
 - Outreach and linkage to care efforts
 - Any new peer-led models
 - Any struggles/barriers to testing
 - How will Underserved populations be served with regard to PrEP use
 - How transportation needs of clients are addressed
 - How the new "rapid-rapid" testing model is going
 - How out of care population is being identified and brought back into care
 - Suggestion made to address this issue at next month's CLC meeting and perhaps report on the pilot project being conducted by the Columbus Part A program
- e. Plan for PC Retreat
 - Suggestion to schedule a PC retreat during the time usually spent in subcommittee meetings on 10/10/18
 - Suggestion to explore Lakewood Women's Pavilion as a possible venue
 - C. Ritter will facilitate an ad hoc planning committee for the PC retreat
 - Retreat Adhoc Workgroup members: J. Stevenson, N. O'Neal, and R. Watkins volunteered to serve on the ad hoc planning committee
- f. AEAM Procedures from Similar Jurisdictions

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- Sharron provided an overview of AEAM procedures used in other TGAs when conducting their AEAM.
- Exec Committee members will consider whether to revise the AEAM process in the 2019 grant year
 - Sharron will circulate the AEAM materials to Executive Committee members for their further review

Committee Reports (waived due to time constraints)

- a. Community Liaison Committee
- b. Strategy & Finance Committee
- c. Membership, Retention & Marketing Committee
- d. Quality Committee

Other Business

None

Announcements

None

Adjournment

Motion: C. Ritter

Seconded: J. McMinn

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

Staff: S. Harris; C. Boettler; M. Rodrigo; Z. Levar

Guests: None