

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 20, 2019

4: 00 pm to 5:30 pm

Westshore Opportunity Center

9830 Lorain Ave., Cleveland

Start: 4:12 p.m.

End: 5:22 p.m.

Facilitating Co-chair: M. Gordon

Moment of Silence

Welcome and Introductions

Approval of Agenda: March 20, 2019

Motion: N. O'Neal

Seconded: T. Allan

VOTE: In Favor: 7

Opposed: 0

Abstain: 0

Approval of Minutes: February 20, 2019

Motion: R. Watkins

Seconded: N. O'Neal

VOTE: In Favor: 7

Opposed: 0

Abstain: 0

Approval of Planning Council Agenda: March 20, 2019 (C. Barnett reminded the committee to add review of annual PC member confirmation forms)

Motion: N. O'Neal to approve with changes proposed

Seconded: J. McMinn

VOTE: In Favor: 7

Opposed: 0

Abstain: 0

Grantee Report – M. Rodrigo

Grantee Report - March 2019 – Planning Council

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. ODH going to put together one document with the updates. Sent out copy to PC chairs of Quality Improvement.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. The grantee is changing meeting structure. The approach is to allow providers more time to work on clinical quality improvement projects. All providers are solidifying an aim for an 8 month project to complete during the FY19 grant year. TCQ Plus trainers are looking at schedule additional trainings in Lorain.
- c. Grantee team received our full award for the FY19 grant. The total award is \$4,769,668.00. This is an increase of \$40,652.00 from FY18. There are fiscal meetings occurring the next two weeks with all sub-recipients to start the FY19 grant year. These are one on one instruction for each agency.

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- d. ODH sponsored needs assessment update. They are working on the survey strategy. The survey strategy has been sent to the Quality Co-Chairs. OU is requesting input regarding targeting specific populations based on ODH EPI. This would request IRB approval to obtain the specific data. Resulting in the project taking a few months longer due to getting additional data sets based on ODH EPI.
 - e. Grantee released a Newsletter in June and December of 2018. Feedback welcome.
 - f. Preparation for FY2019 includes: the standards of care are being updated, the website is being updated, the FY19 program kickoff March 19th, and eligibility forms have been updated with provider input.
 - g. Grantee helped sponsor the U=U local lecture. The grantee is incorporating U=U language into standard of care requirements for OAHS and MCM.
 - h. Data to Care discussions continue with ODH and community partners. Meeting is scheduled March 11th to obtain provide input about direction of the project.
 - i. Grantee working on closeouts for FY18 and FY19 initial reports.
 - j. Ryan White Services Report (RSR) is being completed during the next week. This is a client-level data reporting requirement that monitors the characteristics of **Ryan White** HIV/AIDS Program Parts recipients, providers, and clients served.
 - k. Grantee conducted a meeting with prevention to identify all EIIHA meetings dates for FY19. The goal is to ensure a seamless transition from the prevention region changes with existing Part A funded EIS and Outreach providers. March 11th the EIIHA meeting is scheduled at the Board of Health.
 - l. Grantee conducted a training in conjunction with the AETC on February 21st at CCBH included a HIV 101, Cultural Competency, and a Trauma informed Care. CEU's were provided for the training. Attendees provided positive feedback. Grantee to send out training survey to identify additional trainings for FY19. This approach was done in FY18 as well.
 - m. HRSA scheduled a webinar regarding the new HIV plan for March 13th.
- 2) The FY2018 grant is processing invoices. Current split is 78.41% Core and 21.59% Support. Total spent is 75.67% should be at 92%. Last year we were at 79.56%. The Part B funds concluded in June of 2018 which impact Mar-June charges as well as clients served.

Planning Council Business

- a. Monthly Progress Update from HRSA Project Officer
 - C. Boettler gave a summary of the call on 3/13/19

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- b. Overview of Annual Confirmation Forms
 - C. Barnett lead review of the annual confirmation forms that were sent to PC members via email for review and signature
- c. Overview of the PSRA Timeline
 - S. Harris lead the review of the planned timeline for the 2019 PSRA meeting
 - Priority ranking of service categories taking place in Strategy & Finance Committee meetings on 3/6 and 4/3
 - Epidemiology and Needs Assessment Data Presentation will occur at the full PC meeting on 4/17
 - Client Utilization and Spending Data will be presented at full PC meeting on 5/15
 - The PSRA (202-2021 allocation meeting will take place on 6/19 from 3:00 pm to 7:00 pm at the Westshore Opportunity Center).
- d. Review/Approval of Planning Council Activity Timeline (PCAT)
 - Committee Co-Chairs presented their respective activity timelines for the current year
 - Motion to approve the PCAT was made by N. O'Neal and seconded by J. Stevenson.
 - Vote: In favor – 7 Opposed – 0 Abstention - 0

Committee Reports

- M. Gordon lead discussion about how best to approach committee reports given the fact that time often runs out prior to getting full committee reports
 - N. O'Neal and J. McMinn suggested moving the committee reports to the full PC meeting
 - Further discussion to have committee reports in Exec meeting on a quarterly basis unless there is a motion that needs to be raised and voted on
 - Motion to amend the Executive Committee agenda to include full committee reports on a quarterly basis unless a motion needs to be raised and voted on, effective immediately, was made by T. Allan and seconded by J. McMinn
 - Vote: In favor – 8 Opposed – 0 Abstention - 0

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

Other Business

None

Announcements

None

Adjournment

Motion: R. Watkins

Seconded: J. Stevenson



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Attendance Record

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

PC Members: B. Gripshover; L. Yarbrough-Franklin

Staff: S. Harris; T. Mallory; C. Boettler; M. Rodrigo; Z. Levar; T. O'Donnell

Guests: None