

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 15, 2019

4: 00 pm to 5:30 pm

Westshore Opportunity Center

9830 Lorain Ave., Cleveland

Start: 4:08 pm

End: 5:10 p.m.

Facilitating Co-chair: K. Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda: May 15, 2019

Motion: R. Rolling Seconded: C. Barnett

VOTE: In Favor: All Opposed: 0 Abstain: 0

Approval of Minutes: April 17, 2019

Motion: R. Rolling Seconded: C. Barnett

VOTE: In Favor: All Opposed: 0 Abstain: 0

Approval of Planning Council Agenda: May 15, 2019

Motion: J. McMinn Seconded: R. Rolling

VOTE: In Favor: All Opposed: 0 Abstain: 0

Grantee Report – M. Rodrigo

Grantee Report - May 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 released a newsletter with updated information. 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 completed training in Lorain on April 11th. There were 20 clients in attendance.
- 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 occurred with all providers. All contracts but two have been approved due the internal processes at the two agencies.
- 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

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- data. Resulting in the project taking a few months longer due to getting additional data sets based on ODH EPI. Version one distributed to Planning Council.
- e. Grantee starting on issue three of the newsletter. Feedback welcome.
 - f. Preparation for FY2019 included: the standards of care are being updated, the website is being updated, the FY19 program kickoff was conducted March 19th, and eligibility forms have been updated with provider input. Grantee conducted showcase of services for the FY19 start of grant year. All providers presented at the meeting how their Part A services are conducted.
 - g. 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 was conducted March 11th to obtain provider input about direction of the project. Providers seem interested.
 - i. Grantee working on closeouts for FY18 and FY19 initial reports.
 - j. Ryan White Services Report (RSR) was submitted March 25th. 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. The EIIHS meeting took place March 11th at CCBH. Prevention lead the discussion briefing on upcoming ODH changes and requirements.
 - 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. Training survey for FY19 completed putting together a training schedule.
 - m. HRSA conducted a webinar regarding the new HIV plan for March 13th. All but one of the counties reside in a Part A region. HRSA is responsible for a few items in the pillars of the plan. Funds expected to be dispersed from different avenues including HRSA. An application would need to be submitted for the funding. The next webinar is May 7th. Funding being redistributed from MAI funds to complete End the Epidemic plans all states should have a plan according to a briefing at MATEC.
- 2) The FY2018 grant is closing out. Current split is 79.39% Core and 20.61% Support. Total spent is 94.12% should be at 100%. The total unspent \$255,010.65 the allowable carryover is \$145,995.00. All requests for funds were provided during the FY18 grant year. The Part B funds concluded in June of 2018 which impact Mar-June charges as well as clients served.
 - 3) Taking suggestions on the FY19 PC report format.
 - 4) Green = underutilization, White = on target, Red = Over utilization

Administrative Update

Third edition of newsletter due out in June

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Training schedules in place, R. Rolling and C. Barnett to attend TCQPlus training
Quality products moving forward

Grantee provided a handout of the FY2018 Utilization Update and reviewed the current service utilization

Planning Council Business

Monthly Progress Update from HRSA Project Officer - Monthly call with HRSA Project Officer occurred this week. The primary concerns expressed was Planning Council compliance with its legislative requirement for Reflectiveness.

Response: The Project Officer was informed that 17 applications were received in response to this current Open Nominations schedule; working to connect with individual recently released from incarceration (w/in past three yrs.), currently receive two (2) application to meet this category; and PC is also trying to recruit from outside Cuyahoga into other counties within the TGA. Also trying to recruit Hispanic, Transgender individuals and youth. Planning Council was successful obtaining several applications from Lorain County.

R. Watkins reported that a number of application resulted from Lorain county recruitment efforts
Recommendation for Planning Council to focus on viral load suppression and outreach.

2020-2021 PRSA Schedule – Final Tasks - Executive Committee reviewed and approved the Agenda for the PRSA Meeting to be held June 19, 2019 from 3-7:00 p.m.

Committee Reports

CLC- Results of May 2nd Community Forum - N. O'Neal – There was a good conversation overall although only two guests attended; the committee will re-examine how or whether it will continue to conduct these type events going forward, possibly re-think traditional forums and find new ways to conduct Community Forums, prehaps piggy-back on existing events, etc. We may consider smaller community events, and possibly target holding events in locations outside Cuyahoga County.

We may also consider connecting with youth via free apps, rather than flyers and paper information
Ashtabula had good attendance; going out of county may be more successful.

S & F – Motion to approve the Priority Ranking of Funded Services – C. Barnett discussed the process the committee conducted to score and rank each service. Indicating that many of the services scored similar or the same as the prior year. The committee used the same model as last year, scoring services on a scale of 1-8, using specific weighting factors according to the following criteria:

- 1) *Payer of Last resort* – are there any other funding sources that provide the same or equivalent service to RW clients? Weighting factor = 15%
- 2) *Access/Maintenance in Care* - Does the category promote access to OR help clients stay in HIV primary Care? Weighting factor = 35%
- 3) *Specific Gaps/Emerging Needs* – does this service category address a specific need or fill a specific gap for HIV+ clients? Weighting factor = 25%
- 4) *Consumer Priority* – Has this service been specifically identified as a priority by PLWHAs? Weighting factor = 25%

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Motion for approval of scoring and ranking of services by SF Committee:

All categories were ranked and presented on slides

Motion made by: R. Rolling, Seconded: N. O'Neal

VOTE: In Favor: 7; Oppose: 0, Abstention: 0

Motion passes

MRM – Motion to approve the Leave of Absence Request/Form & Policy – K. Dennis discuss the “Leave of Absence Request Form/Policy. The MRM rationale was to provide additional flexibility for members to remain in good standing with their attendance by granted up to 3-months leave of absence to members if an extended absence is needed.

Motion up for approval of LOA policy- To accept LOA request form as written and to provide additional flexibility for PC member when extended absence is required;

Motion made by: N. O'Neal; Seconded, C. Barnett

VOTE: In Favor: 7; Oppose: 0; Abstention: 0

Motion passes

The committee also reported receiving applications from 17 new candidates interested in serving on PC.

QI - Motion to approve the following directives made in the 5/15/19 meeting - J. McMinn reported that the QI committee approved and are recommending the following **Directives** for Executive Committee vote:

- To require Housing Staff funded by Part A to provide in person quarterly Reports of service delivery base on specific Planning Council guidance.
- Direct Grantee to request yearly Positive Action Housing Alliance (PAHA) meeting schedule.
- Direct the Grantee to invite the AIDS Education & Training Center (AETC) to provide an overview to the Planning Council of their programs and services

Motion made by: C. Barnett, Seconded: R. Rolling

VOTE: In Favor: 7; Oppose: 0; Abstention: 0

Motion passes

QI – Motion to Consolidation of EIS & Outreach – R. Watkins discussed the process QI conducted to bring forth the recommendation for the reallocation of the Outreach funding to the EIS service category and requested a motion:

Motion to reallocate funding from the Outreach Service Category to the Early Intervention Service Category beginning with Grant Year, March 1, 2020

Motion made by: R. Rolling Seconded: C. Barnett

VOTE: In Favor: 5; Abstention: 2; Oppose: 0

Motion passes

Other Business - Tabled due to time

Announcements - Tabled due to time

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Adjournment

Motion: N. O' Neal

Seconded: C. Barnett;

VOTE: Unanimous

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

PC Members: R. Rolling, B. Jones, M. Robinson-Statler, T. Leonard

Staff: T. Mallory, M. Rodrigo, S. Harris, C. Boettler, Z. Levar

Guests: T. McDonald, J. Mazo, C. Leverett