

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, October 16, 2019

4: 00 pm to 5:30 pm

Westshore Opportunity Center

9830 Lorain Ave., Cleveland, OH 44102

Start: 4:15 pm

End: 5:45pm

Facilitating Co-chair: T. Allan

Moment of Silence

Welcome and Introductions

Approval of Agenda: October 16, 2019

Motion: R. Watkins Seconded: R. Rolling

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

Approval of Minutes: September 18, 2019

Motion: C. Ritter Seconded: N. O'Neal

Motion to amend agenda item D to table the vote

VOTE: In Favor: 10 Opposed: 0 Abstain: 1

C. Droster informed the committee that he was present for the 9/18 Executive & Planning Council meetings and requested to update the attendance to reflect his attendance.

Approval of Planning Council Agenda: October 16, 2019

Motion: R. Rolling Seconded: N. O'Neal

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

Grantee Report – M. Rodrigo

Grantee Report - October 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. The majority of state committees have been meeting. If you volunteered and have not been included thus far, we can get your information to ODH.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. The approach is to allow providers more time to work on clinical quality improvement projects. All providers are solidified an aim for an 8-month project and have submitted data sets for the ongoing project to complete during the FY19 grant year. CQM staff complete a project summary for each provider to use internally regarding the project. TCQ Plus trainers completed training in Lorain on April 11th. There were 20 clients in attendance. Two additional PC members have

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- been trained in TCQ Plus programming. The follow-up community training is scheduled for October 23rd at the Signature Health Painesville location at 1:30pm.
- 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. All contracts have been approved. We are working on getting providers to adhere to the invoice date they selected in the contract to ensure PC has an accurate picture of expenditures for the grant year.
 - 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. Resulting in the project taking a few months longer due to getting additional data sets based on ODH EPI. OU completed the demo survey at the Consumer Liaison Committee. There was great feedback provided to OU from the committee. Vino sent a summary to OU contact with the detailed notes. The final survey should be going to IRB approval early October. Once the approval is obtained, the survey will go live electronically or pen/paper with a cover process completed by OU so clients have an understanding of the reason and incentive for completing the process.
 - e. Grantee completed version three of the newsletter. Feedback welcome.
 - f. Preparation for FY2019 included: Completed Domestic Violence training with an HIV focus on July 29th and a combination JFS, OHDAP and Part A overview on August 21st. Trauma Informed Care training September 23rd by Sue Marasco from the May Dugan Center. The trainings were scheduled based on community feedback. The Financial Management training is being scheduled in conjunction with the Cleveland Housing Network- Kate Carden, Director of Financial Mobility Programs. The training will be conducted in early November. This is to address the Planning Council Directive for the non-medical case managers/housing case managers in the community.
 - 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 are interested. CCBH commented on state guidelines. CCBH received an approval for a data sharing consultation from Johns Hopkins and the Network for Public Health Law. ODH requires CCBH to get an MOU with CDPH to implement D2C for the region. MOU was passed at the September 17th by the CCBH Contract Review Committee. Upon receipt from administration it will be sent to CDPH and ODH. CCBH is sending an email to medical providers for Data Sharing Agreements.

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- i. Grantee completed FY18 reports as well as FY19 initial reports. Project Officer approved all before her transition. New HRSA PO assigned.
- j. CCBH continues to work with sub-recipients in regard to data completeness and productivity for the FY19 grant.
- k. CCBH lead the May 28th EIIHA meeting for the region. Part A team member created an agenda focusing on the epidemiological profile with various service areas identify current players, gaps and next steps to improve EIIHA services. CCBH conducted a meeting to address issues in the outlying counties regarding roles and responsibilities in conjunction with service providers DIS/Linkage and Care. A follow-up meeting was conducted with all parties. Awaiting new CDPH staff for continued efforts. The regular scheduled EIIHA meeting is October 21st at CCBH. There is a pre-meeting with DIS, Linkage and EIS providers in outlying counties to ensure services are seamless.
- l. The FY2020 grant application was submitted.
- m. Ending the Epidemic update:

ODH organized an event for the state in conjunction with the CDC Director on August 1st. Local representatives were present. The state submitted an Ending the Epidemic planning grant to obtain a contractor to write a plan for the three counties identified in the state. Part A provided feedback on the application. This was a small response period for the state to respond and only a few days for us to provide feedback. There will be funding opportunities forthcoming for the community. NOFO for Part A was released for Cuyahoga County. The application is due October 15th. There designated Part A's are grouped with potential funding allocations. The floor is \$750,000 and max is \$2,000,000. The eligibility is lifted with no split requirements. CCBH conducted two listening sessions for the County to gauge community input for potential projects. Peer support programs will be one of the projects as suggested by PC. A data requested was sent and processed by ODH. CCBH has been participating on calls with Columbus, Hamilton County and ODH for coordination efforts.
- 2) The FY2019 grant. Current split is 77.76% Core and 22.24% Support. Total spent is 46.18% should be at 50%. All requests for fund are able to be met with Part A and HOPWA helping with Foodbank. The carryover funds were received.
- 3) Green = underutilization, White = on target, Red = Over utilization

Administrative Update

Meeting in Nov. to review projects

Past training with JFS, November provider training with Cleveland Housing Network affiliates

Ending Epidemic app submitted along with new Part A grant last week

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The listening suggestions were taken into account for both applications, and both applications were submitted for maximum amounts allowed

Items that made it in grants:

Medical transportation innovation: Lyft, other methods that can be done with Part A dollars

Transitional housing

Peer-led models

Campaigns to reduce stigma

EHA meeting and Data to Care webinar next week Monday, Oct 21st

FY2019 Utilization Update

All August invoices submitted.

HIPSCA main outliner, due to transitions, should balance as people transition.

Funds currently going into medical transportation.

Grantee Reviewed allocations carryover of 18-19 – form distributed

At 48.6 expenditures, should be at 50.

Some money will go into oral health.

Currently meets all provider services.

Motion: To approve the October re-allocations as discussed

Motion: C. Barnett Seconded: N. O’Neal

In Favor: 11 Oppose 0 Abstain 0

Planning Council Business

Monthly Progress Report from HRSA Project Officer reported overall PC plans such as new and diverse member applicants, member recognition event planned, and an Equity Training Plan.

Confirm Date for November QI, Executive & PC Meetings - Committee confirmed November 20th next meeting date.

PC member training (for new and existing) scheduled for Nov 6th during membership meeting (time from 2:30 p.m. – 5:00 p.m.).

People living with HIV/AIDS were encouraged to attend and be a part of the training.

Identify Proposed Dates to Reschedule Combined Prevention & Care Meeting - January PC meeting recommended if not February, earlier the better. The request will go out to prevention contacts. Committee agreed to January at full PC meeting.

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Approve Meeting Schedule for 2020

Process began but will be presented again next PC meeting with accurate calendar dates.

Committee approved the following dates:

June 17, 2020 for PSRA

January 8, 2020 for CLC, SF and MRM meetings

January 22, 2020 for full PC meetings

Committee Reports

CLC- A grievance issue regarding removal of a member was addressed. Items that were reviewed: good attendance being a major factor in re-appointment, inaccuracy of the vote, and the voting process based on PC By-laws. C. Barnett also provided a slide presentation of planning council By-laws in support of the discussion.

Recommendations:

To establish clear and concise guidelines.

To Incorporate new procedures and act accordingly.

Part A Attorney was asked to provide input regarding re-consideration of vote relating to by-laws and the illegal vote allegation. He concluded there are no provisions to re-vote after executive committee and that no illegal action had been done. He also said it was undemocratic and impossible for Executive Committee members to remove emotion from the vote.

Motion was proposed to nullify the past vote and reconsider allowing member to remain for now.

Response: The vote stands as is. Further discussion regarding voting and membership rules tabled for future review.

Strategy & Finance- Tabled.

Membership, Retention & Marketing - Tabled.

Consolidation of EIS & Outreach (QI Committee) - Tabled.

Other Business - Tabled.

Announcements - Tabled.

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Adjournment

Motion: R. Watkins Seconded: C. Barnett

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

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

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

Guests: H. Grant, S. Washington, St. Augustine staff