

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties
Clinton Droster, Clifford Barnett - Co-Chairs



Strategy and Finance Committee

Minutes

Wednesday, November 6, 2019

1: 00 pm to 2:30 pm

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

Start: 1:20 pm

End: 2:42 pm

Facilitating Co-chair: C. Droster

Moment of Silence

Welcome and Introductions

Approval of Agenda: November 6, 2019

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

In Favor: All Oppose: 0 Abstain 0

Approval of Minutes: October 2, 2019

Motion: R. Rolling Seconded: C. Barnett

In Favor: All Oppose: 0 Abstain: 0

Minutes approved with the following amendments,

1. *Replacing C. Droster with R. Watkins regarding the 9/4 announcement of a new home training program and*
2. *Removing Tammie Jones from Committee Roster.*

Grantee Report- M. Rodrigo – November 2019

Grantee Report – November 2019 Grantee report handed out

A review was provided to new members on how to read the grantee 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. 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. ODH is updating the Newsletter.
- 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. November 18th is the next CQM meeting where sub-recipients will present on their recent CQM projects. Two

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Clinton Droster, Clifford Barnett - Co-Chairs



additional PC members have been trained in TCQ Plus programming. The community training was held on October 23rd at the Signature Health Painesville.

- 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. 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. OU is scheduled to go before the IRB on November 15th with an expected survey launch December 2019. The survey will remain open until sample size is reached.
- e. Grantee completed version three of the newsletter. Feedback welcome. December next release requesting PC to complete their corner.
- 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. Upcoming trainings are Trauma Informed Care training September 23rd. The trainings were scheduled based on community feedback. On November 4th the Cleveland Housing Network completed the financial management training for EIS, Non-medical and MCM case managers as the PC Directive. The slides are being posted to the website.
- 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 October 17th CCBH Contract Review Committee. CCBH is sent email to medical providers for Data Sharing Agreements. On October 21st, CCBH hosted a webinar with all medical providers to review the D2C protocol and review next steps with the medical providers. All but one agreement is in place. CCBH completed the review of the 210 clients on the NIC list. All but one provider has been given their respective NIC list need to get the DSA in place before this can occur.

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Clinton Droster, Clifford Barnett - Co-Chairs



- i. Grantee completed FY18 reports as well as FY19 initial reports. Project Officer approved all before her transition. New HRSA PO assigned. There is no meeting in November.
 - j. CCBH continues to work with sub-recipients in regard to data completeness and productivity for the FY19 grant.
 - k. CCBH lead the October 21st EIIHA meeting for the region. During the meeting Part A discussed the clients new to Part A care as far as client profiles. CDPH EPI presented epidemiological profile of new infections with a client profile. The group wants to dig into a target testing plan. Going to wait for the new CDPH team. The group discussed meeting an additional time in 2020.
 - l. 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. The efforts will need to continue once the new CDPH member is in place.
 - m. The FY2020 grant application was submitted.
 - n. The Ending the Epidemic application was submitted.
 - o. 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. ODH received the funding to write the EtHE plans. ODH is releasing an RFP to obtain a contractor to write the EtHE plans for the three designated areas. Part A submitted the EtHE application for Care. CCBH conducted two listening sessions for the County to gauge community input for potential projects. Peer support program was one of the projects as suggested by PC. CCBH participated on calls with Columbus, Hamilton County and ODH for coordination efforts. Community Health Centers application is currently out for EtHE. The information was provided to Circle Health since they meet the federal application requirements.
- 2) The FY2019 grant. Current split is 78.48% Core and 21.52% Support. Total spent is 54.66% should be at 58.33%. All requests for additional funds are met with the approval of the PC reallocation. Contracts are being updated as well as budgets. Only one contract not impacted. There is a total of 58 budgets and 41 are impacted with the reallocation.
- 3) Green = underutilization, White = on target, Red = Over utilization

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Clinton Droster, Clifford Barnett - Co-Chairs



Suggestion: a reminder memo should be sent for all members to attend the Nov. 20 Planning Council meeting to ensure a quorum is present. The vote must take place in November 20th.

After reviewing the utilization update, the Grantee asked whether are there any concerns?

Question: Are you concerned about low utilization in Oral health and EFA (Emergency Financial Assistance)?

Response: Yes, Oral Health is a little down, needs to be closely monitored in the new few months. EFA is used for emergency medicine to provide medication on an emergency basis for not more than 3-months, its O.K. to leave some funding there for emergency medicine needs.

Administrative Update - A Reallocation vote is scheduled for the PC November 2019 meeting.

FY2019 Utilization Update – agenda item discussed during the Grantee Report.

Review and Approve Carryover Request

Carryover funds (\$146,153) to be reviewed and voted on at full PC meeting on Nov. 20th. The HRSA regulations allow the Grantee to request to carryover 5% of its award to utilize up to 5% of any unused funds from the prior grant year. If the carryover is not requested and funds are left unspent, the unspent funds are lost and is otherwise unavailable. The Planning Council generally direct carryover funds to go into Oral Health.

The Grantee shared the plan to be submitted to HRSA to request the carryover. HRSA requires a plan of estimated potentially unobligated funds to support the carryover request.

Motion: To approve the carryover amount of \$146,153 to be allocated to Oral Health.

Motion: R. Rolling, C. Barnett

VOTE: In Favor: 7; Oppose: 0; Abstain: 1

Motion passes!

New/Old Business

Review Expenditures by Service Category - Service category expenditures were discussed during the Grantee Report.

Monitor Committee Work Plan for Compliance – Tabled

Prepare 2020 Committee Work Plan

S. Harris gave overview of last year's plan for 2020 recommendations.

Suggestions:

1. Additional PSRA training, and consistently monitor PSRA plan

Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

Clinton Droster, Clifford Barnett - Co-Chairs



2. Conduct PSRA training using visualization and conduct a training on how best to weigh categories for prioritization, or maybe video training.
3. Conduct sensitivity training for all committees, to be addressed at full PC, refer to MRM.
4. Prepare written instruction on understanding how to read grantee reports.
5. Recommendation: To have quarterly progress report as needed, not restricted to specific timeline. Provide a membership committee peer support update.

2020 PSRA Planning

Prepare 2020 PSRA Work Plan

The Strategy and Finance co-chairs will co-lead the PSRA process.

S. Harris agreed to update the timeline and prepare draft from last year's PSRA work plan for updating the 2020 plan.

RFP (Request for Proposals) should be out later this month to help plan for 2020.

Continued PSRA planning will be revisited in January.

Standing Business

Agree on S&F Committee work activity (if any) to be reported at Executive & Planning Council meeting – Tabled due to time limitation.

Next Steps

S & F Committee Training? Tabled due to time limitation.

Announcements

R. Watkins announced the 2nd meeting of stakeholders for a new housing project for PLWHA (people living with HIV/AIDS), scheduled for Sat., Nov 16, 2019 at 4042 Bluestone Rd, Cleveland Hts., Ohio 44121 from 12-2:00 p.m. The organization is also seeking additional board members.

Adjournment

Motion: R. Rolling Seconded: C. Barnett

	S & F Members	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Clinton Droster, Co-chair	20	0	20	0	20	20	20	20	20	20
2	Clifford Barnett, Co-chair	20	20	20	20	20	20	0	20	20	20
3	Michael Deighan	0	0	20	0	20	20	20	0	0	20
4	Naimah O'Neal	10	10	10	10	10	0	10	10	10	10
	Total in Attendance	4	2	5	3	5	4	4	3	3	4

PC Members: K. Dennis, R. Rolling, J. McMinn, R. Watkins,

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

Guests: F. Ross, B. Gayheart, H. Carbelo, S. Washington, J. Patterson