

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, November 20, 2019

4: 00 pm to 5:30 pm

Westshore Opportunity Center

9830 Lorain Ave., Cleveland, OH 44102

Start: 4:17 pm

End: 5:15 pm

Facilitating Co-chair: K. Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda: November 20, 2019

Motion by C. Ritter to amend the agenda under Planning Council Business, to add item E. (a presentation on the interpretation of the PC Bylaws to determine compliance to the Bylaws as results of the Executive committee Vote related to appointment and re-appointment to the Planning Council, from T. O'Donnell, Attorney for the Cuyahoga County Board of Health).

Seconded: C. Barnett

VOTE: In Favor: 9 Opposed: 0 Abstain: 0

Approval of Minutes: October 16, 2019

Motion: R. Watkins Seconded: C. Droster

VOTE: In Favor: 8 Opposed: 0 Abstain: 1

C. Droster noted to update the September 18th minutes to reflect his attendance.

Approval of Planning Council Agenda: November 20, 2019

Motion by C. Ritter to revised the Agenda and move the current item C to item D and make the new item C: (a presentation on the interpretation of the PC Bylaws from T. O'Donnell, Attorney for the Cuyahoga County Board of Health).

Motion was Seconded: R. Rolling

VOTE: In Favor: 8 Opposed: 0 Abstain: 1

Grantee Report – M. Rodrigo

Grantee Report - November 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 is 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

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meeting where sub-recipients will present on their recent CQM projects. Two 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 provide 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 have been given their respective NIC list need to get the DSA in place before this can occur.

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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. There is no meeting in November.
 - j. CCBH continues to work with sub-recipients in regards 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 are a total of 58 budgets and 41 are impacted with the reallocation.
- 3) Green = underutilization, White = on target, Red = Over utilization

Administrative Update

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- Currently awaiting the Ohio Department of Health (ODH) newsletter to provide an update on the Statewide Integrated Plan.
- Clinical Quality meeting held Nov. 18th.
- The fourth edition of the CCBH Ryan White newsletter slated to come out in December.
- Data to Care is on track and moving forward.

Question: Do we know viral load for remaining out of care clients?

Response: When we align with HRSA definitions, it changes things.

FY2019 Utilization Update

On target.

Planning Council Business

Monthly Progress Report from HRSA Project Officer

There has been no call since the inception of the new project officer. The next call is scheduled for December.

Question: Can we request a bio from the new project officer?

Response: We have no control over that person, however the PC facilitator will request if a bio can be made available to the planning council.

Vote on Carryover

Motion: To approve the 5% carryover amount of \$145,995 as approved in the Strategy & Finance Committee report of November 6, 2019.

Motion made by: C. Barnett, Seconded: C. Droster

VOTE: In Favor: 6 Abstain: 3 Oppose: 0

Motion passes.

Review Agenda for Combined Prevention & Care Meeting

S. Harris has reached out to the Cleveland Department of Public Health (CDPH) to see if we are on track for the January Combined Meeting, and whether they have any change to the draft agenda. The basis of the meeting is to provide current HIV testing plans, zip code-based locations for testing, and to address as much info as possible on county testing. Agenda will also include collaborative efforts to see where areas of improvement are needed. Grantee will assist in the communication process with CDPH.

Review & Approve Ryan White 2020 Meeting Schedule

The 2020 Planning Council Meeting Schedules were reviewed and approved by the committee. The 2020 planning council subcommittee meetings will be held on Wednesday, January 8, 2020. The 2020 full planning council meetings will be held on Wednesday, January 22, 2020.

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There are no meetings scheduled for the remainder of the year in December 2019.

Review of PC Bylaws – T. O’Donnell

- The majority of PC information can be found in the PC Bylaws, Appendix D.
- Section Four sets aside criteria for membership - attendance is only one, not the entire factor in the voting process. There are other factors that can be considered.
- When factoring in limitations, there is opportunity to vote your conscience and there is no limit on members’ right to vote.
- When a word is not clearly defined, defer to the definition of the word stated in the dictionary.
- There may also be other criteria mostly related to “unaffiliated” information.
- The Management, Retention & Marketing (MRM) committee recommendations are non-binding.
- It is the recommendation that the vote stands.

Committee Reports - Tabled.

Other Business - Tabled.

Announcements - Tabled.

Adjournment

Motion: C. Ritter Seconded: N. O’Neal

	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	10
2	Terry Allan – Co-Chair	10	10	10	10	0	10	0	10	10	10
3	Merle Gordon – Co-Chair	10	10	10	10	0	0	10	10	0	0
4	Naimah O’Neal	10	10	10	10	10	0	10	10	10	10
5	James Stevenson	10	10	10	10	10	0	10	10	0	0
6	Clinton Droster	10	10	0	10	0	0	10	10	10	10
7	Brenda Glass	10	10	0	10	0	0	0	10	10	10
8	Chris Ritter	10	0	0	0	0	0	10	10	10	10
9	Jason McMinn	10	10	10	10	10	0	10	10	10	10
10	Robert Watkins	10	10	10	10	10	0	10	10	10	10
11	Clifford Barnett			10	10	10	0	10	10	10	10
	Total in Attendance	10	9	8	10	6	2	9	11	8	9

PC Members: R. Rolling, L. Yarbrough Franklin, M. Robinson-Statler, B. Jones, B. Gripshover

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

Guests: S. Washington, J. Mazo, Brandon