

# Cuyahoga Regional HIV Health Services Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties  
Kimberlin Dennis, Merle Gordon, Terry Allan Co-Chairs



## Planning Council Minutes

Wednesday, November 20, 2019

5:30 pm to 7:00 pm

Westshore Opportunity Center

9830 Lorain Ave., Cleveland

**Start: 5:30 pm**

**End: 6:30**

**Facilitating Co-chair: K. Dennis**

**Moment of Silence**

**Welcome and Introductions**

**Public Comment Opportunity (agenda items only) 5 minutes**

**Approval of 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 to determine compliance to the Bylaws as results of the Executive committee Vote related to appointments and re-appointments to the Planning Council, from T. O'Donnell, Attorney for the Cuyahoga County Board of Health).

Seconded: C. Droster

**VOTE:** In Favor: All      Oppose: 0      Abstain: 0

**Approval of Meeting Minutes:** October 16, 2019

Motion: C. Barnett

Seconded: M. Robinson-Statler

**VOTE:** In Favor: 12      Oppose: 0      Abstain: 5

C. Droster noted to update the September 18<sup>th</sup> minutes to reflect his attendance

### **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 18<sup>th</sup> is the next CQM 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 23<sup>rd</sup> at the Signature Health Painesville.

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- 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 15<sup>th</sup> 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 29<sup>th</sup> and a combination JFS, OHDAP and Part A overview on August 21<sup>st</sup>. Upcoming trainings are Trauma Informed Care training September 23<sup>rd</sup>. The trainings were scheduled based on community feedback. On November 4<sup>th</sup> 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 11<sup>th</sup> 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 17<sup>th</sup> CCBH Contract Review Committee. CCBH is sent email to medical providers for Data Sharing Agreements. On October 21<sup>st</sup>, 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.
- 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.

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- k. CCBH lead the October 21<sup>st</sup> 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 1<sup>st</sup>. 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**

As for the Ending the Epidemic Plan, there are no new federal appropriations available anytime soon. CLC commended on the good job in providing feedback for surveys.

### **FY 2019 Utilization Update**

We are currently on target and in compliance with current budgets.

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## Planning Council Business

### Conduct Re-Allocation for Remainder of Current Grant Year

**Motion:** To approve the reallocation of HIV funding as agreed by the Strategy & Finance committee and approved by the Executive Committee to provide the grantee with the flexibility to maximize the utilization and spending of HIV-related funding and reduce the chances of funding left unspent at the end of the grant year. *(see handout for amounts and service categories approved for reallocation).*

**Motion:** R. Rolling      **Seconded:**      C. Droster

**In Favor: 14    Oppose: 1      Abstain: 1**

***Motion carried.***

### Conduct Carryover Vote

**Motion:** To approve carryover amount of \$145,995.00 to be allocated to Oral Health services.

**Motion:** R. Rolling      **Seconded:** C. Ritter

**In Favor: 12    Oppose: 0      Abstain: 4**

***Motion carried.***

## Review and Vote on Candidates for Appointment & Re-Appointment to Planning Council

### Review of Bi-laws – 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 Membership, Retention & Marketing (MRM) committee recommendations are non-binding.
- It is the recommendation that the vote stands.

**Question:** What is the meaning of “impartial”?

**Response:** There is no voting definition for impartial, so if a word is not defined refer to the dictionary for clarification, and as there were no indications of the vote being unethical, illegal, or impartial, it is recommended that the vote stands as done.

Ballots were distributed for voting on candidates for new appointments and re-appointments to Planning Council. PC facilitator, S. Harris will tally the votes and send an e-mail of the results. The new candidates will also be contacted by phone.

### PLANNING COUNCIL SPECIAL RECOGNITION CEREMONY – C. Ritter

A special ceremony with a reception that followed was held honoring council members who had 100% attendance or better and for their valuable service and commitment on behalf of the 2019 Ryan White Cleveland Planning Council. Listed below are the council members who were recognized and the awards they received at the event.

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### **Certificates of Appreciation for Outstanding Attendance as a member of the Cuyahoga County Regional HIV Health Services Planning Council** were awarded to:

1. Kimberlin Dennis, Planning Council Executive Committee, Co-Chair for 150% attendance.
2. Clifford Barnett, Strategy & Finance Committee, Co-Chair for 172% attendance.
3. Marlene Robinson-Statler, Quality Improvement Committee member for 106% attendance.
4. Ronald Rolling, Membership, Retention & Marketing Committee member for 183% attendance.
5. Jason McMinn, Quality Improvement Committee, Co-Chair for 133% attendance.
6. Naimah O'Neal, Community Liaison Committee, Co-Chair for 124% attendance.
7. James Stevenson, Community Liaison Committee, Co-Chair for 122% attendance.
8. Robert Watkins, Quality Improvement Committee, Co-Chair for 172% attendance.
9. Clinton Droster, Strategy & Finance Committee, Co-Chair for 144% attendance.
10. Bryan Jones, Community Liaison Committee member for 103% attendance.

### **Ryan White, Red Ribbon Trophies for Exemplary Service** were awarded to:

1. Clifford Barnett - Cleveland Ohio Ryan White Planning Council 2019 ***"Rookie of the Year."***
2. Ronald Rolling - Cleveland Ohio Ryan White Planning Council 2019 ***"Step Up Player."***
3. Robert Watkins - Cleveland Ohio Ryan White Planning Council 2019 ***"Most Valuable Player."***

Thanks and appreciation was extended to all the 2019 past, present, and incoming planning council members for their many wonderful efforts in making the Ryan White Cleveland Planning Council a success! The recognition event culminated the end of the planning council meeting year for 2019. The 2020 planning council meetings will resume on Wednesday, January 8<sup>th</sup> for the Consumer Liaison, Strategy & Finance, and Membership, Retention & Marketing subcommittees and Wednesday, January 22<sup>nd</sup> for the Quality Improvement, Executive, and Full Planning Council meetings.

**Public Comments** - None.

### **Announcements**

- B. Jones - The Sankofa Initiative has received funding for two healing weekends -details forthcoming.
- C. Nicholls – Cuyahoga County will sponsor two Long Term Care Forums on December 2<sup>nd</sup> and 3<sup>rd</sup> at the Mt. Pleasant Neighborhood Service Center, 13815 Kinsman Rd, Cleveland, OH 44120. Registration begins at 8:30 and the forum starts at 9:00 a.m.
- M. Robinson-Statler - The 2020 Census is underway. Positions are also available for census workers. See the main Cuyahoga County website for further information.
- C. Elrod announced she will be the new Ohio Dept. of Health representative applying to serve on Planning Council.
- A World Aids Day celebration will be held on December 1, 2019, with a meal to follow at Garfield Heights Church, 5711 Turney Road, Garfield Heights, Ohio 44125.
- R. Rolling was recently elected Chairman for the Case Western Reserve University's AIDS Clinical Trials Unit.

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- The Imani Church, located at 1505 E. 260<sup>th</sup> Street, Euclid, OH 44132 is celebrating World Aids Day on December 1, 2019. For more info, contact the church at (216) 732-8204.
- S. Washington is currently recruiting (WLHA) women living with HIV/AIDS for participation in meetings and networking groups -updates to follow.

### Adjournment

Motion: J. Mazo

Seconded: C. Droster

### Attendance:

	Planning Council	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Kimberlin Dennis – Co-Chair	20	20	20	20	20	20	20	20	0	20
2	Terry Allan – Co-Chair	20	20	20	20	0	20	0	20	20	20
3	Merle Gordon – Co-Chair	0	20	20	20	0	0	20	20	0	0
4	Clifford Barnett	20	20	20	20	20	20	20	20	20	20
5	Michael Deighan	0	20	20	20	20	20	20	20	20	20
6	Clinton Droster	20	20	20	20	0	20	20	20	20	20
7	Melissa Federman	20	0	0	0	20	0	0	0	0	0
8	Brenda Glass	20	20	0	20	0	20	0	20	20	20
9	Barbara Gripshover, MD	20	20	20	0	20	20	20	20	0	20
10	David Johnson	0	0	20	0	0	0	0	0	0	0
11	Bryan Jones	20	20	0	20	20	20	20	0	20	20
12	Tammie Jones	20	20	20	20	0	20	0	0	0	0
13	Tim Leonard	20	0	20	20	20	20	20	0	0	0
14	Tina Marbury	0	20	20	0	20	0	0	0	0	20
15	Jason McMinn	20	20	20	20	20	20	20	20	20	20
16	Christy Nicholls	20	20	20	0	20	20	20	0	0	20
17	Naimah O'Neal	20	20	20	20	20	20	20	20	20	20
18	Chris Ritter	20	0	0	0	0	20	20	20	20	20
19	Marlene Robinson-Statler	0	20	0	0	20	20	20	20	20	20
20	Ronald Rolling	20	20	20	20	20	20	20	20	20	20
21	James Stevenson	20	20	20	20	20	20	20	20	0	20
22	Robert Watkins	20	20	20	20	20	20	20	20	20	20
23	Leshia Yarbrough- Franklin	0	20	20	20	20	20	20	20	0	20
	<b>Total in Attendance</b>	<b>17</b>	<b>19</b>	<b>18</b>	<b>16</b>	<b>16</b>	<b>19</b>	<b>17</b>	<b>16</b>	<b>12</b>	<b>18</b>

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

**Guests:** K. Rodas, B. Gayheart, H. Carbelo, S. Washington, F. Ross, L. Lovett, C. Elrod, D. Houston, J. Mazo, T. O'Donnell, J. Citerman-Kraeger, K. Burnett-Bruckman, J. Patterson