

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, January 22, 2020

4: 00 pm to 5:30 pm

Westshore Opportunity Center

9830 Lorain Ave., Cleveland, OH 44102

Start: 4:13 pm

End: 5:26 pm

Facilitating Co-chair: M. Gordon

Moment of Silence

Welcome and Introductions

Approval of Agenda: January 22, 2020

Motion: C. Ritter Seconded: C. Barnett

VOTE: In Favor: All Opposed: 0 Abstained: 0

Approval of Minutes: November 20, 2019

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

VOTE: In Favor: 9 Opposed: 0 Abstained: 1

Approval of Planning Council Agenda: January 22, 2020

Motion: R. Rolling Seconded: C. Ritter

VOTE: In Favor: All Opposed: 0 Abstained: 0

Grantee Report – M. Rodrigo

Grantee Report - January 2020 – 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. ODH is updating the Newsletter.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. November 18th CQM projects were presented to the group. The presentation is up on our website. Meeting dates have been established with all providers to identify and start 2020 projects. The meetings are scheduled to take place in January.
- c. Grantee team received our full award for the FY19 grant. The total award is \$4,769,668.00. The estimated carryover was submitted to HRSA. There is an additional reallocation presented for January. CCBH released the Direct Service RFP

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- which closed on January 7th. There were 14 agencies that submitted proposals to provide services starting March 2020. CCBH is preparing for the March 1st 2020 start.
- 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 received IRB approval. The survey is currently being translated into Spanish and Somali. The goal is to get the survey started by the end of January.
 - e. Grantee completed version four of the newsletter. The newsletter is posted on the website. Feedback welcome.
 - f. Trainings completed in 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 on September 23rd; the Cleveland Housing Network completed the financial management training for EIS, Non-medical and MCM case managers as the PC Directive on November 4th. There will be an additional survey completed for 2020.
 - 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. CCBH completed the review of the 210 clients on the NIC list. All NIC lists were provided to medical providers. The 1st cycle for the NIC lists has been completed locally. The 2nd cycle should be released by March 2020.
 - i. CCBH continues to work with sub-recipients in regards to data completeness and productivity for the FY19 grant. The 2019 data submission is due to HRSA within the next two months. We are also upgrading to CAREWare 6 in order to complete the report.
 - j. The FY2020 grant application was submitted.
 - k. The Ending the Epidemic application was submitted.
 - l. Ending the Epidemic update:

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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.

- 2) The FY2019 grant. Current split is 75.97% Core and 24.03% Support. Total spent is 60.70% should be at 75.00%. 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 for the October reallocation. The January reallocation is going to meet all additional requests for funding as well as decrease providers not spending funding.
- 3) Green = underutilization, White = on target, Red = Over utilization

Administrative Update – M. Rodrigo

The Needs Assessment received awaiting approval through the State of Ohio review board. Surveys will begin locally, beginning with MetroHealth Medical first, then becoming available in multiple ways. Pending official notification updates will follow. The Grantee office will send out the survey and the PC facilitator will coordinate the process which will involve a presentation to the planning council and a presentation on the website.

The first round of data to care is complete and will go back to the Dept. of Health. The next kickoff is in February. It was a successful first start, with plans to keep enhancing the program going forward.

Provider training has begun, as well as meetings with providers to determine training needs. The 2019 carryover was submitted to HRSA and that will be received next year. For new grant there will be a partial award again, due to partial disbursements across the county.

We are currently waiting on the End the Epidemic funds. There are 48 counties eligible across states and only 47 grantees, so many will be left out. Cleveland is on the lower end of TGA. Providers are busy writing RFP's. They went out in December, closed Jan 7th. February will be a busy deadline month for most things.

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The grantee staff was commended by the committee for all their good efforts at making Part A dollars work successfully.

FY2019 Utilization Update

February 29, 2020 is the end of the 3-year contract cycle. All projects wrapped will wrap up, all provider invoices submitted. The Grantee staff worked hard over the winter break to identify additional funds, some funds were uncovered and all included in the reallocation request. It is anticipated that we should be well below the carryover amount.

Vote on Reallocation Request

Motion: To approve reallocation as proposed by the grantee and approved by S&F.

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

VOTE: In Favor: 10 Opposed: 0 Abstained: 0

Motion passes.

Planning Council Business

Monthly Progress Report from HRSA Project Officer – Project Officer stated the upcoming award will be a partial award. Providers will be given the option to wait for the final award to avoid having to prepare multiple budgets.

HRSA Site Schedule & Agenda

HRSA will come last week of March, Monday, March 30-April 3rd, no agenda yet. Committee members are encouraged to remain flexible until agenda comes out, particularly the executive committee. It is anticipated that HRSA officials may wish to participate in the April 1, Subcommittee meetings. The committee will be updated after the agenda details are released.

Review Co-chair Facilitation Schedule

Executive committee were provided a draft schedule. The PC Co-chairs will get together and decide the facilitation schedule and inform PC support.

Revise Executive Committee Operations

Committee discussed whether the executive committee operations should remain the same, be revised, or if improvement is needed, and ideas on possible ways to do things differently.

Discussion - It would be helpful if at beginning of meetings to determine if there are committee reports, or keep it like it is instead of going deeper.

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PCAT (Planning Council Activity Timeline) is a consolidated list of each committee's agreed upon work plan. It was agreed to possibly having PCAT displayed during committee reports to keep everyone informed on the PCAT schedule.

CLC committee may have something to present on community issues, but not necessarily on PCAT. It is important to have flexibility in addressing reports.

When doing reports, focus on each committee agendas, but also ensure that tasks on the PCAT are addressed. Also, for committee reports, post the PCAT and co-chairs can determine whether discussion should be around just reports and/or PCAT updates.

Address PCAT combined discussions mid-year, or as needed, keeping in mind that PCAT holds members accountable and proves to be a good check and balance system.

Suggestions for reporting bi-annually in front of full planning council, or maybe space them out like two in May, two another time, and so forth.

For future reports, focus on keeping them robust and informative, rather than general and basic.

Committee Reports

Community Liaison Committee (CLC)

Completed PCAT, now trying to improve from last year.

Two community forums, compromised, for one in Cleveland and one in Lorain County, depending on how it works out. The mini sessions held in Cleveland proved more beneficial than forums.

Upcoming sessions will include information on Part A services, PLWH criminalization laws, and U=U. Also, currently preparing to help ensure PLWH take the needs assessment survey once survey comes out.

CLC is still trying to decide what trainings will take place. The committee will look for PLWH presenters. One program will be on peer-led models sometime in Feb or March.

Strategy & Finance (S&F)

Finalized the Committee Work Plan and the PSRA work plan.

PSRA activity will take place from Feb-June (ending with Resource Allocations, June 17th).

Assessment of Administrative Mechanism – to be done in August.

Assist w/reallocation strategy process – ongoing activity

Review carryover – done in November 2019.

Monitor committee work plan for compliance – ongoing.

Quarterly progress report for compliance – ongoing.

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Work plan for priority setting – workgroup was formed to determine the data requirements for PSRA, will begin discussions at Feb. 5th S&F meeting, other meeting as necessary will occur via phone conferences as needed.

**Question:* How do directives proposed by QI fit into PSRA Process?

**Comment* – HRSA requires PC to establish directives to meet service needs. Sometimes proposed directives may have cost implications that need discussing to determine whether the directive can be implemented and when.

We list categories on bottom of the utilization report to show services that are not funded in our TGA. Some services do not require funding, as RW Part A is a funder of last resort.

Membership, Retention & Marketing (MRM)

Prepared and approved the committee's work plan for 2020.

Reviewed, discussed and approved the committee's open nomination work plan.

Reviewing and fine-tuning the tools that will be used during the interview process, rating, interview guide, etc.

Make sure mentors are assigned to new members

The committee will prepare guidelines for reappointments

Quality Improvement (QI)

The QI committee has been in a black hole for several months regarding housing issues.

Although it is not a QI issue, QI committee try to address consumer questions. However, due to systemic issues of affordability, safe housing, landlord issues, and rent subsidies the committee feels it has little solutions to the issues.

The committee asked for help from other committees for with housing issues, and possible direction towards other federal or higher level sources that can help.

**Question:* How has housing affected the QI work plan?

**Comment:* Consider having discussions on where PLWH can go for housing needs, not just about services, but advocacy also. HOPWHA updates and information will be brought to next PC meeting. The PC facilitator will work with the committee on how to present the information.

Other Business - None.

Announcements - None.

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Adjournment

Motion: C. Barnett

Seconded: R. Watkins

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

PC Members: F. Ross, R. Rolling, S. Washington, L. Yarbrough Franklin, B. Gayheart,

Staff: C. Boettler, T. Mallory, M. Rodrigo, P. Byrne, S. Harris, V. Panakkal

Guests: Angela, Jean Luc, B. Jones