

Cuyahoga Regional HIV / AIDS Health Services Planning Council

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



Strategy & Finance Committee (S&F) - Minutes

Wednesday, January 6, 2021

1:00 pm to 2:30 pm

Start: 1:10 pm

End: 2:42 pm

Facilitating Co-chair: C. Droster

Moment of Silence

Welcome and Introductions

Approval of Agenda: January 6, 2021

Motion: R. Rolling Seconded: J. Patterson

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

Approval of Agenda Addendum: To approve the Nov 18th Special Strategy & Finance meeting minutes.

Motion: R. Rolling Seconded: J. Patterson

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

Approval of Meeting Minutes for November 18, 2020 Special Strategy & Finance Meeting

Motion: C. Barnett Seconded: M. Robinson-Statler

VOTE: In Favor: 9 Opposed: 0 Abstained: 5- J. Citerman-Kraeger, D. Houston, L. Lovett, R. Rolling & F. Ross

Approval of Meeting Minutes for November 4, 2020

Motion: R. Rolling Seconded: C. Barnett

In favor: 13 Opposed: 0 Abstained: 1- M. Deighan

Grantee Report – M. Rodrigo - January 2021 – Planning Council

- a. ODH State Integrated Plan no update. Healthy Equity group met on January 5th.
- b. Clinical Quality Management committee continues to meet with the efforts focusing on disparities in viral suppression. Grantee CQM members met with providers regarding ongoing 2020 projects. The November 16th meeting was conducted. There were a few projects that showed very promising results even with adjustments made due to COVID 19. Please review the presentation on our website.
- c. Grantee team finalized submitted the estimated carryover for the maximum amount was requested as approved at the November 2020 meeting.
- d. S&F is completed reallocations in November 2020. Contracts have been adjusted and budget revisions have been submitted. Due to delayed hiring due to COVID throughout the TGA when vacancies occurred, it is anticipated additional funds are going to be remaining at the end of the grant year.

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- e. ODH sponsored needs assessment update. The report is being vetted through ODH before it can be shared statewide.
- f. Grantee completed version six of the newsletter and it was sent out on December 1st. Feedback welcome. Next version December 2020.
- g. The AETC presented at Planning Council in October. This met the PC directive of the grantee.
- h. Data to Care - The 3rd cycle has been completed throughout the TGA by the medical providers. CCBH received legal feedback from John Hopkins University. The Not-In-Care (NIC) process uses a combined approach integrating data from CCBH and medical providers. This project is a funded Ending the HIV Epidemic initiative. This project is potentially getting additional TA from a HRSA sponsored agency for best practices pertaining to RX to Care project expansion.
- i. CCBH continues to work with sub-recipients in regard to data completeness and productivity. RSR is coming due target end of February 2021. CCBH recently completed a CAREWare upgrade so the report can be submitted with the most recent software build.
- j. Ryan White Part A received COVID-19 funding. CCBH and CDPH conducted joint listening sessions with providers. CCBH completed a large order of masks for clients as well as distributed funding to all providers based on Part A eligible clients served. Providers working on invoices and monthly reporting requirements.
- k. The Ending the Epidemic award was received in the amount of \$750,000. The following projects have been moving forward social media campaigns for U=U/stigma reduction for HIV positive clients. Community Health Worker Certification program in coordination with Cleveland State University, Data 2 Care program support, Intensive MCM program support, Medical Transportation program support and Rapid Art program support.
- l. Ending the Epidemic Plan update:
 - Community Solutions completed the plan, and it was submitted by ODH to the CDC for review. Thank you for participating in the plan development.
 - The FY2020 grant. The allocations split is 77.90% core 22.10% Support the expenses are at 57.38% for eight months which is underutilized. Six months should be 66.66% there are a few providers behind schedule.

Administrative Update – Grantee

A couple of the new projects have shown good results, hoping to continue in 2021 year. We also added some new providers and had to adjust some projects.

The estimated carryover was voted on at the November meeting and was done for the 2021 year. As a result, some of the providers may have more money than thought for 2021, particularly for folks that have been with us for a long time.

We released the sixth version of the newsletter in December.

Data to Care is in the third cycle and the agencies are prepping for a cycle in February.

The Grantee reports are closing out for the grant year.

The Ending the HIV/Aids Epidemic (EtHE) grant prepared by Community Solutions was submitted to the CDC the end of last year. We are still working on EtHE projects, such as the social media campaign,

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which is still ongoing. We are in the process of releasing a giant toolkit for providers to use on social media platforms, beginning January 14, 2021. Reminders will be sent out, as well as the link to join the Love Leads Here Webinar on Thursday, January 14, 2021 1 PM EST, Time: 1 PM EST Duration: 1 hour, Link: <https://global.gotomeeting.com/join/209917325>.

Fiscal Report Review

We are a little underspent.

Budgets are still being reworked from the reallocation approved in November and we will know more moving forward, as we are impacted by Covid.

**Question:* C. Droster – Is there any insight on when Oral Health will open up?

**Response:* M. Rodrigo - Yes, it has been open since summer and we were told in September that appointments for cleanings are available.

**Question:* C. Barnett – It appears we are over in two categories; will this get better later in the grant year?

**Response:* M. Rodrigo - They met the requests for funding and should be okay. They also had a few changes in their fiscal personnel. When those changes happen there, it's a major and huge list of things involved to educate new staff on the processes of fiscal responsibility.

New/Old Business

Prepare & Approve S&F 2021 Committee Work Plan

1. Training for S&F Committee Members

Plan(s) 1 - PSRA Training - will be done ongoing. Expenditure Report – this is done monthly as the Grantee provides the expenditure report each month. Training can be provided on an ongoing basis.

2. Conduct Assessment of the Efficiency of the Administrative Mechanism (AEAM)

Plan 2- There will be training in June of 2021, for the purpose of training and assessing to make sure all information for HRSA is ready, review timelines, confirm if invoices are being paid within the 22-day time period. This will be a one-day event in June at the Full PC committee meeting.

3. Assist with Planning Council Re-Allocation Strategy/Process, Review Expenditures by Service Category

We currently do allocations twice a year in November at the Full PC committee meeting.

**Question:* C. Barnett – Is this a training on reallocation?

**Response:* C. Droster – If the group would like, we can do a training.

**Comment:* M. Rodrigo – This will be another haphazard year and we won't have good numbers, maybe we should consider doing a big re-allocation in October or November, but we need to remain flexible. We are set to receive approximately 34% of our formula award and 22% of the Minority AIDS Initiative, so it will be a small award like the past year.

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**Comment:* C. Droster - Reallocations are generally done when there is big discrepancy, (*greater than expected underspending or overspending*) we try to address them when we get a collective, rather than every month. They are mostly done as needed.

**Comment:* S. Harris – Also, with grant funding coming less than a third at one time, having to restructure the funding and not mixing funding to comply with government standards, creates a hardship and uncertainty in gauging what is ahead in planning.

Reallocation will be done as needed and Expenditures will be monitored ongoing. Also, whatever month we conduct them, training should coincide with the planned reallocation.

4. Plan & Conduct PSRA Process

Plan 4 – The committee will come back to this at next meeting.

5. Review and Approve Carryover Request

Plan 5 – The committee will do this in November with full PC.

6. Quarterly Progress Report on Committee Work Products

Plan 6 – Ongoing, committee will report progress at full PC meetings.

7. Review SOW (Statement of Work) for next year Committee PCAT (Planning Council Activity Timeline)

Plan 7 – This will be the same as work plan for feedback – to be done at November S&F committee meeting.

C. Barnett – Motion: To vote for and approve the **S&F Committee 2021 Work Plan**

VOTE: Approval of Motion: Julie Patterson Seconded: R. Rolling

All in Favor: All Oppose: 0 Abstain: 0

Prepare & Approve PSRA Work Plan

**Comment:* C. Droster – In interest of time, we made changes in the PSRA work plan. The main change is data presentations are moved up and priority settings for RW services push back.

Comment:* S. Harris - by March, we will try to wrap up all data presentations so we can begin the priority setting process in April to ranking services. For the Part A data presentation, the only complete data we will have is the previous years and maybe 2019. We **won't have current year totals (*March 2020-Feb.2021*) that early in the calendar year.

**Question/Comment:* J. Patterson – Do you want AFC in this? Also, I like the reorganization and applaud all on this. Yes, we would like to include the AIDS Funding Collaborative (AFC) data.

**Response:* S. Harris – Yes, perhaps the February 3rd meeting for AFC presentation.

Maybe consider the Feb 17th meeting to begin priority setting presentation in conjunction with training if there is sufficient time and for Item No 7, the SOW, this year we would like to use the

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S&F meeting on June 2nd to go over allocation scenarios, rather than waiting to distribute scenarios between meetings.

C. Droster - Motion: To vote for and approve the 2021 PSRA Work Plan as adjusted (ranking Non-funded services at Feb. 17, 2021 PC meeting).

Approval of Motion: J. Patterson Seconded: M. Robinson-Statler

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

Conduct PSRA Exercise

The committee suggested more data be provided in March to assist with the PSRA process and they asked for updates on the Ohio State data collection and whether that will happen again.

**Response:* M. Rodrigo – We are not sure if ODH will have that report.

**Comment:* C. Droster - What year's data will we use is usually for one to two years prior. For priority ranking, it's usually five years, and we probably will use data from 2019 for this year. Also, the data is not all obtained by the grantee and comes from different agencies. We just have to figure what data we need and make a formal request to the grantee, if necessary.

**Comment:* J. Patterson – This year's been special and with the COVID Relief Act, maybe we need to ask for some of those things as well.

**Comment:* M. Rodrigo – It was also proposed for two co-chairs and J. Patterson, J. Citerman-Kraeger, M. Rodrigo, and S. Harris may be able to schedule a call to discuss this.

Question:* C. Droster – Based on revised Priority setting criteria for ranking services just reviewed, is the **criteria for Payer of Last Resort backwards or correct?

**Response/Question:* M. Robinson-Statler – That depends, how are we ranking them, based on funding vs client need, or what?

**Response:* S. Harris – If there are multiple Part A funders, the ranking should have a lower score, because that suggests Part A could maybe put fewer Part A dollars into that service, but you must also consider the need of clients and how important the services are to PLWH when ranking the service. We will pick up the next two categories for the exercise next month, but for this year no data can be collected for non-funded Part A services. However, the CLC committee suggested a mini survey to help collect data on the unfunded service for the PSRA process.

**Comment:* M. Deighan – For the payer of last resort, when it gets a higher score this messes things up, and completely reverses the ratio going across. With number eight meaning high and no other payers, the language is confusing now, giving the idea of that item being more important that we pay this and number one being there are other payers.

The committee agreed to continue the exercise and table it for next month's discussion

Standing Business

S&F Committee Training Opportunities

Tabled.

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Parking Lot

Tabled.

Announcements

Tabled.

Adjournment: Motion: K. Dennis

Seconded: C. Barnett

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

PC Members: K. Dennis, J. Citerman-Kraeger, B. Gayheart, D. Houston, L. Lovett, J. McMinn, M. Robinson-Statler, R. Rolling, F. Ross

Attendees: none

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