

# **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, February 19, 2020

4: 00 pm to 5:30 pm

Westshore Opportunity Center

9830 Lorain Ave., Cleveland, OH 44102

**Start: 4:14 pm**

**End: 5:15 pm**

**Facilitating Co-chair: T. Allan**

**Moment of Silence**

**Welcome and Introductions**

**Approval of Agenda: February 19, 2020**

Motion: C. Barnett                      Seconded: C. Barnett

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

**Approval of Minutes: January 22, 2020**

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

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

**Approval of Planning Council Agenda: February 19, 2020**

Motion: C. Ritter                      Seconded: C. Barnett

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

## **Grantee Report – M. Rodrigo**

Grantee Report - February 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 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. November 18<sup>th</sup> CQM projects were presented to the group. The presentation is up on our website. Meeting dates have been completed with all providers to identify and start 2020 projects. The projects are being solidified for the FY2020 grant year.
- c. Grantee team is starting the close out the FY2019 grant year. In addition, we are ramping up the FY2020 grant year. The team is preparing for the start with updating program guidance. CCBH released the Direct Service RFP which closed on January 7<sup>th</sup>. There were 14 agencies that submitted proposals to provide services starting March 2020. The grant is having the provider kick off meeting on March 12<sup>th</sup>. The HRSA agenda for the site visit has not been received as of February 5<sup>th</sup>. We have not received a Notice of Award for the start of the FY2020 but have been told it will be a partial award.

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- 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 survey has not been released as of February 5th.
- e. Grantee completed version four of the newsletter. The newsletter is posted on the website. Feedback welcome.
- f. There was sent out for FY2020 training survey sent out to providers. Trainings will be scheduled based on needs identified.
- g. The grantee is incorporating U=U language into standard of care requirements for OAHS and MCM.
- h. Data to Care - The 1<sup>st</sup> cycle was completed by the medical providers. CCBH is completing input sessions with all providers to obtain feedback on the process to move forward and improve coordination. The next Not-In-Care (NIC) list is scheduled to be released in February mid to late February.
- i. CCBH continues to work with sub-recipients in regards to data completeness and productivity for the CY19 grant. CCBH completed training for providers the week of January 20<sup>th</sup>. Providers are working on their respective data submissions are due on February 19<sup>th</sup>.
- j. CCBH fully migrated to CAREWare 6. The system has many bugs
- k. The Ending the Epidemic application was submitted. Awaiting notification.
- l. Ending the Epidemic update:
  - CCBH is awaiting ODH's notification as to who the selected vendor is to write the Cuyahoga County plan EtHE plan. CCBH submitted the Part A EtHE application awaiting notification. CCBH is participating with the state regarding prevention EtHE application. CCBH going to conduct listening session for prevention as well.
  - The FY2019 grant. Current split is 78.54% Core and 21.46% Support. Total spent is 74.44% should be at 83.00%. All requests for additional funds are met with the approval of the PC reallocation. Contracts are being finalized against the January reallocations and budgets updated.

### Administrative Update – M. Rodrigo

Still awaiting award update for the End the Epidemic (EtHE) grant. An RFP will be needed although it is unknown what will be awarded. It will be one of three possibilities: full funding, partial, or no funding. The new budget negotiations are underway as preparations are being made for the 2020 kickoff of the Part A Provider Showcase meeting, which is set for Thursday, March 12<sup>th</sup>. The showcase allows Part A service providers an opportunity to present the services they provide to RW eligible consumers. Data to care completed its first cycle, the second will start up soon.

The Ending the Epidemic application was just released. It is different than the previous application that focused on the care component and it has strict rules on how the plan works. The Ohio Department of Health is the recipient and an application was submitted on behalf of Cuyahoga, Hamilton, and Franklin

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counties. For prevention they provide strategies needed, what is involved in developing them, and what the outcome has to be. A Listening session is set for Thursday, Feb 20<sup>th</sup> at 11:00 to get project ideas and suggestions for the application. The application has to be at the state by its due date in March.

### FY2019 Utilization Update

Contract addendums were done yesterday. We are working to wrap up all invoices and have them done by the end of month. If providers remain consistent with their plans, that would keep our spending balance within 5% allowable carryover. This was the biggest gap year, next year expenditures must be closer and will have to be monitored very closely.

\*Question: HIPSCA (Health Insurance Premium and Cost-Sharing Assistance) implications, will that effect the coming year?

\*Response: HIPSCA will be gone, and even after absorbing the amount previously allocated to HIPSCA, \$750,000 more is needed, based on requests from providers.

\*Question: Why is transportation underutilized, it's at 58.14%?

Response: We are expecting that back billing will be done to balance out underutilization. We have had to move funds expected to be unspent to services that needed additional funds. It comes down to finding the best way to leverage all resources in order to provide the best possible care to consumers and leave no funding on the table (unspent).

### **Planning Council Business**

#### Monthly Progress Report from HRSA Project Officer

A HRSA call was received yesterday, Feb 19<sup>th</sup> at that time the tentative agenda was discussed for their upcoming visit. Further updates, along with a revised agenda for the visit, will be sent out soon.

#### HRSA Site Visit update (if available)

HRSA is scheduled to meet with the Executive Planning Council Committee members on Wednesday, April 1<sup>st</sup> at 3:00 p.m. This will impact the Membership Retention and Marketing committee meeting. They also want to meet with a group of clients that receive Part A services who could provide insight, but clients cannot be CLE planning council member or Part A staff. The grantee will ask Part A providers to refer two clients from their agency that would be willing to participate. HRSA made clear they wanted *"unaffiliated diverse representation (not grantee or subrecipient staff)."* *"They are looking for typical clients, not ones that teaches others about the system, not volunteers."*

\*Question: The Community Liaison committee (CLC) co-chair suggested they could find people that are unaffiliated, and asked what could HRSA gain from not meeting with the CLC?

\*Response: HRSA may be looking for raw perspectives from people who have had no influence or involvement in the Planning Council process or the CLC. Members were reminded that this was an official HRSA request and the Grantee must comply.

#### Discuss adding Housing Update to PC Agenda Monthly (similar to updates provided by Medicaid & Ryan White Part B)

J. McMinn asked members to consider the idea of having HOPWHA (Housing Opportunities for People with HIV/Aids) on the monthly planning council agenda to present updates to the committee similar to

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Part B and Medicaid updates. The details will be worked out with the HOPWHA representative and PC chairs on how to proceed.

\*Suggestions: C. Ritter suggested to maybe look to see what other jurisdictions are doing about their housing issues. The PC contractor agreed to follow-up.

**Motion:** To make it standard practice for HOPWHA to present and provide updates at the full planning council meetings.

Motion: C. Ritter                      Seconded: C. Barnett

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

*Motion passes*

### Review/Approve 2020 Planning Council Meeting Schedule – S. Harris

The 2020 Planning Council Meeting Schedule was reviewed. Updates include the final date for PSRA (Priority Settings and Resources Allocations) which is, June 17<sup>th</sup> from 12-4:00 p.m. The PC facilitator will send a revised schedule to members electronically. Hard copies of the schedule will also be available at the next meeting.

### Review & Approval of 2020 Planning Council Activity Timeline (PCAT) – S. Harris

The Facilitator provided an overview of the PCAT schedule. The schedule will be send out electronically and hard copies will be available at the next meeting.

**Motion:** To approve the Planning Council Activity Timeline (PCAT) as written.

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

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

*Motion passes*

### Annual Mandatory Compliance Forms reminder – S. Harris

Members were reminded to complete and return all annual mandatory forms as soon as possible to the facilitator via hard copy or electronically, but not later than March 18, 2020.

### Committee Reports

#### Consumer Liaison Committee (CLC) – N. O’Neal

The Lorain County Community Forum, the first of two forums for this year, will take place on April 28, from 1-3 p.m at Mercy Regional Hospital. A flyer is being developed. The committee would like people in that area to attend, but all are welcomed. The second forum will be in October 2020 in Cuyahoga county. The status of another forum in Cuyahoga County will be determined after the outcome of this one. If it is unsuccessful, future forums will be held every other year, so as not to burnout or oversaturate the community with these type of events.

CLC Co-chair recommended R. Rolling to the the vacant CLC co-chair position, and asked the Executive committee what was involved in the process for consideration of his nomination. The Exec committee stated they would review the recommendations they received for him and J. Mazo and make their decision soon.

\*Question: Will there be a CLC presenter’s training module?

\*Response: We encourage that, but it is open to what people want to present.

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Strategy & Finance (S&F) - C. Droster - S & F is currently working on improving priority settings. A meeting was held last week that gave ideas on how to proceed. For upcoming meetings, we will address things that came up last year, table new items and address those at the next PSRA meeting. This year will be maintained the same as in previous years. The facilitator will prepare and make available training manual for new members on the PSRA process. Right now, the most important issue relating to the PSRA process is how to break any ties in service ranking? For now, we will go back to the original NY model and break any tie by selecting the service with the highest client utilization.

Membership, Retention & Marketing (MRM) – C. Ritter - The MRM Committee examined the membership reflectiveness, the matrix looks good as far as numbers, diversity, and age. Ongoing efforts include focusing on reaching the youth population and Hispanic males, under 40. Also, the federal mandatory category for a representative for Part C needs to be filled.

Quality Improvement (QI) – J. McMinn - The Grantee provided a summary of the Part A QI report and a presentation on the answers from the housing case managers surveys. The Co-chairs will put together next steps on HOPWHA and suggestions that came out of the discussion to close the topic and move on. Next month’s major goal is to present directives to the exec committee.

**Other Business**

Committee members were reminded to pickup and complete their annual mandatory forms.

**Announcements** - None.

**Adjournment** - Motion: C. Barnett

Seconded: N. O’Neal

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

**PC Members:** F. Ross, B. Gayheart, J. Mazo, B. Gripshover, M. Robinson-Statler, R. Rolling

**Staff:** T. Mallory, S. Harris, M. Rodrigo, T. O’Donnell, Z. Levar

**Guests:** J. Citerman-Kraeger, B. Jones