

# Cuyahoga Regional HIV Health Services Planning Council

*Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina*

## **Strategy and Finance Committee Minutes**

**Wednesday, November 3, 2021**

**1: 00 pm to 2:30 pm**



**Start:** 1:12 pm

**End:** 2:31 pm

**Co-chair:** C. Barnett

### **Moment of Silence**

### **Welcome and Introductions**

### **Approval of Agenda: November 3, 2021**

#### **Addendum:**

Motion: K. Dennis                      Seconded: J. Patterson

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

### **Approval of the Minutes: October 6, 2021**

Motion: K. Dennis                      Seconded: N. O'Neal

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

### **Grantee Report - November 2021 – Planning Council**

#### **Administrative Update – Z. Levar**

ODH Statewide Integrated Plan meeting set for tomorrow. They are now meeting bi-weekly. If you want to join, email me or Vino. They are also circulating info on joining focus groups for this. Clinical Qualify will hold a virtual meeting Nov 13<sup>th</sup> from 1-4. This covers work on the past year. The HIV services newsletter will be coming out on December 1<sup>st</sup>, World Aids Day. For upcoming trainings: HIV stigma is in the planning stage and a clinical bias training for Jan or Feb. Part A funding to be covered. The EtHE anti-stigma campaign is also set to launch on World Aids day. The process is to give feedback for the agency that does the campaign, so they know what is of interest to the community. The EtHE site visit was completed on October 19<sup>th</sup> and 20<sup>th</sup> and they were impressed with Cuyahoga County's Epidemic plan. Thanks to all who participated. The Cuyahoga region appears to be far ahead of others. The EtHE group will give us a report as we are also awaiting the comprehensive report from the Part A site visit.

#### **Fiscal Report Review- Z. Levar**

As of today, we have about 48 percent of the grant spent; we want to be a 50%. We are still in the safe zone with expenditures. A couple categories are trending high in the Other Professional Services (Legal) and Psycho-Social Support services.

**\*Question: C. Barnett** - Is this due to current climate?

**\*Response: Z. Levar** - Some may be costs incurred by agencies at beginning, but not later.

Mental health is a huge focus in general and continuing to grow, and with the current climate mental health has finally come to forefront of care.

**\*Comment: C. Barnett** - Also Other Professional Services (Legal).

**\*Response: Z. Levar** – It shows they're over-utilized, but still in good shape.

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### **New/Old Business**

#### **Review and Discuss Reallocation Plan- S. Harris**

The purpose of the Reallocation review discussion is to go over the initial RW Part A budget request, which are those amounts received at beginning of year, based on what providers initially requested, then look at mid-year requests where providers re-assess their budgets at the six-month mark on what they need to fulfill services, and finally review the service category award for what was allocated for direct services.

**\*Question: J. Patterson** – We will fully fund the request for OHS and MCM and have extra to put in mental health, how much is that?

**\*Response: Z. Levar** – It is \$20,209 that will come out of carryover.

**\*Comment: S. Harris** - Based on providers meeting needs until grant year end, most said they had plenty, or more than needed and were willing to offer up some funding.

**\*Comment: Z. Levar** - We were able to meet all provider requests for this year.

**\*Question: C. Barnett** - With psycho-social, is that going to be enough to meet their goals?

**\*Response: Z. Levar** – Yes, according to providers to get through the year, as we rely on them to scrutinize their budgets.

**\*Comment: C. Droster** - EFA seems underfunded.

**\*Question: C. Barnett** - Is there a reason?

**\*Response: N. O'Neal** - The reason is it's a safety net if no other options are available for people to get meds right away and it takes time to get help from insurances. We don't want to get rid of it, but if we can get people what they need, that's a payer of last resort option. It is also used for people who don't have insurance due to their status.

**\*Question: C. Barnett** - In other words, use all tools before using EFA?

**\*Response: N. O'Neal** – Correct. That's what we want to happen, but there's always a hard case, so need this needs to be in place if other resources can't be accessed quickly enough.

**\*Comment: C. Droster** - Not trying to get rid, just saying it's underutilized for this year.

**\*Comment: S. Harris** - We're leaving \$14,000 to spend in that category.

**\*Comment: Z. Levar** - At beginning of year, providers budget for 12 months, based on average use. At the six-month mark, they re-assess and look at the six months now, so they can have a smaller safety net for the next six months.

**\*Comment: J. McMinn** – Under-utilized means case managers handled their business, got patients medicines, and moving money is fine. With a few months left, it looks good, but it can be tricky during the months of Jan & Feb with changes going on.

#### **Vote on Reallocation**

**Motion: Move to approve the 2021 Reallocation Request as written.**

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

Vote: In Favor: 8                      Opposed: 0      Abstained: 0

*Motion passes.*

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### Review and Discuss PC Budget – Z. Levar

Listed is an overview of the current 2021 Planning Council budget, which is about \$122,000 with \$74,000 remaining. This is a living document that can be made more formal and presented regularly, in the future. The breakdown is as follows:

- *Staff totals through the year are for PC support salaries for Sharron and Toni.*
- *PC food is only budgeted for five months this year*
- *Fuel cards - we didn't have to purchase for this year and we didn't use them up from last year.*
- *Postage – for monthly PC packets and other PC materials that are mailed out.*
- *Data Plans – The chrome books that were distributed have data plans associated with them.*

**\*Question: C. Barnett** - What's the calendar year?

**\*Response: Z. Levar** – Current Grant Year March 1, 2021 up to Feb. 28, 2022. Then next Grant Year begins March 1, 2022 and ends Feb 28, 2023.

**\*Comment: S. Harris** – The PC budget cover, PC Support, (that is my contract, Toni salary and other administrative costs for support service and the chrome books, internet access, etc.

**\*Question: C. Barnett** - Internet access not being part originally, how does it affect in the end?

**\*Response: Z. Levar** - We'll have to further discuss. We try to accommodate as needed PC requests. We didn't budget data plans, but we make space to get things done.

**\*Question: C. Droster** - Do we have a normal budget, pre-pandemic?

**\*Response: Z. Levar** - Not formal, it fluctuates based on award and PC needs.

**\*Question: R. Watkins** - Can we add it to the PCAT (Planning Council Activity Timeline) so it's reviewed each year.

**\*Response: S. Harris** – Yes, it will be added.

### Review and Discuss Carryover – Z. Levar

We have to discuss the estimated carryover.

**\*Question: S. Harris** - What would PC want for that carryover?

**\*Response: J. Patterson** – We also talked about keeping a long view on priority setting, the order may have shifted, so may need to look at that for carryover.

**\*Comment: C. Droster** - Think oral health has declined due to new programming system.

**\*Comment: S. Harris** - There was discussion on more education for oral health which may drive costs up.

**\*Comment: N. O'Neal** - In the past, we've always given money and carried over money to oral health, but mainly for people who needed dentures and things not necessarily funded by insurance. If we get word out about dental health, some people who go to other dentists, may use RW services more since they wouldn't have to pay.

**\*Comment: Z. Levar** – Remember carryover funding won't be received until this time next year. Now, voting is for carryover to be used in last four months of the fiscal year. Think in terms of actual dollars that can be used in a quick manner.

**\*Question: C. Droster** - Home base care, how's that going?

**\*Response: Z. Levar** - It's going up.

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**\*Question: C. Droster** - Also, what about mental health?

**\*Response: Z. Levar** - It's a recurring and continued need that we're addressing. This though is an estimated plan, not a final carryover plan.

**S. Harris** - We will further discuss our criteria that drives consideration for carryover so the grantee can inform HRSA of our plans.

**Motion- To put carryover funds for the next grant year, of 5%, or \$142,410, into Option 1 - Psycho-Social and Outpatient Ambulatory Health Services.**

Motion: C. Droster                      Seconded: K. Dennis

**Vote:** In Favor: 5                      Opposed: 0      Abstained: 3

*Motion passes.*

**Standing Business**

S&F Committee Training Opportunities - Tabled

We have discussed potential mental health trainings and training on the reallocation process.

**Parking Lot – C. Droster** – Thanks to all the committee for their work this year, as we won't meet again until Wednesday, January 5, 2022.

**Announcements**

C. Droster - Be safe, stay well and Covid-free.

**Adjournment**

Motion: C. Droster      Seconded: K. Dennis

**Attendance**

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

**PC Members:** K. Dennis, J. Citerman-Kraeger, B. Gayheart, L. Lovett, J. McMinn, R. Watkins,

Attendees: none

Staff: Z. Levar, S. Harris, T. Mallory