

# **Cuyahoga Regional HIV Prevention and Care Planning Council**

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

## **Strategy and Finance Committee Minutes**

**Wednesday, January 5, 2022**

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



**Start:** 1:06 pm

**End:** 2:40 pm

**Co-chair:** C. Droster

### **Moment of Silence**

### **Welcome and Introductions**

### **Approval of Agenda: January 5, 2022**

#### **Addendum:**

Motion: C. Barnett    Seconded: K. Dennis

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

### **Approval of the Minutes: November 3, 2021**

Motion: J. McMinn    Seconded: C. Barnett

**Vote:** In Favor: All                      Opposed: 0    Abstained: 1- F. Ross

### **Grantee Report - January 2022 – Planning Council**

1. Grantee Report
  - a. ODH State Integrated Plan – ODH is currently coordinating a ‘Region 3’ workgroup to help inform plan, meeting time TBD
  - b. Clinical Quality Management Committee- Grantee will complete final data collection for 2021 projects in the beginning of January, is beginning process of creating 2022 work plan with feedback from HRSA
  - c. ODH Sponsored Needs Assessment - ODH conducting key informant interviews
  - d. Most recent CCBH HIV Services Newsletter available at: <https://www.ccbh.net/ryan-white-provider-resources/>
  - e. FY2021 trainings held by Grantee with help of AETC/Gilead:
    - a. HIV 101 and a PrEP 101 – February 23<sup>rd</sup>
    - b. Mental Health within COVID times - March 2<sup>nd</sup>
    - c. Oral Health training(MCM focus) - April 27<sup>th</sup>
    - d. Rapid Start of ART training - May 6<sup>th</sup>
    - e. Oral Health Training(Dental Providers) – July 2<sup>nd</sup>
    - f. **(PC Directive)** Trauma Expressions and Strategies – August 2<sup>nd</sup>
    - g. Addictaholic Deconstructed – September 2<sup>nd</sup>
    - h. **(PC Directive)** HIV Stigma Training – November 4<sup>th</sup>
    - i. **(PC Directive)** Upcoming – Clinical Bias Training – Jan/Feb TBD
  - f. Part A Medical Case Manager Network Meeting - goal of meeting quarterly with MCMs to provide CM specific training and barriers that clients are facing currently; last meeting occurred Sept. 2<sup>nd</sup>, next will occur early 2022
  - g. CCBH working on Ryan White Program Services Report(RSR) with sub-recipients, which is the annual client level data report for HRSA due in March 2022
  - h. Prevention Committee – Next meeting occurring March 2<sup>nd</sup> from 4-5:30

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- i. **Part A Funding** – sub-recipient awards have been adjusted to reflect the Planning Council approved reallocations, currently working on budget revisions
- j. **Ending the HIV Epidemic Funding** - The following projects are expected to continue:
  - a. Social media campaigns for U=U/stigma reduction
  - b. Community Health Worker Certification program
  - c. Data 2 Care program
  - d. Intensive MCM program
  - e. Medical Transportation for non-VLS clients program
  - f. Rapid Start of ART program
- k. Ending the Epidemic Plan update:
  - Anti-Stigma campaign launched on World AIDS day, can be viewed at <https://www.loveleadshere.org/yourewelcome/>
- l. HRSA site visit completed in mid-September – grantee received findings report and has submitted a corrective action plan in December, currently being reviewed by HRSA

FY2021 Part A Grant:

Current Expenditure split - 78.66% Core - 21.34% Support

Expenses are at 63.35% for 8 months (66.67% target)

### **Administrative Update- Z. Levar**

1. Statewide Integrated plan - The state is currently organizing workgroups for the plan. This is ODH's way to gain information on our region to use for the plan.
  2. Clinical Quality – We are currently finishing the final data for the 2020-21 projects, and we are also in the beginning stages of the 2022 work plan, generating ideas and projects to roll out.
  3. Part A – The last medical case managers meeting was in September and the next one is planned for early 2022, specifically Jan 25<sup>th</sup>, details to follow.
  4. The Ryan White RSR services report is underway. This report determines data on viral suppression to see what RW programs are doing for PLWH. We are getting the last of data in our system which will be submitted in March 2022.
  5. The next Prevention Committee, the newest PC subcommittee that meets quarterly, will be Wednesday, March 2, 2022 from 4-5:30 p.m.
  6. Reallocation - The committee went through the reallocation process in November of last year. We are now doing the adjustments and working on budget revisions to reflect those allocations that PC approved in November.
  7. The Anti-Stigma Campaign was launched on December 1, 2021, World Aids Day. The marketing efforts have now been seen on buses, social media, and in doctor's offices. We welcome feedback.
  8. HRSA visit - We received the report on HRSA's site visit. It was due back in December, now submitted and we will share some items from it and provide a synopsis for PC at a later time.
- Overall, HRSA applauded our PC for doing a phenomenal job and stated they were very happy as we are levels above other PC groups.

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

To date, we've served over 3,000 clients and are on the mark for where we should be by end of February. As of now, through October, we're at 63.35% in spending, would like to be at 66.67%, so just a couple percentages behind that. Core and support services: 78.66% core and 21.34% support, so in good shape there. Lower expenditures, due to Covid last year, will allow providers flexibility to provide things like telehealth equipment.

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**\*Question: J. Patterson** – For target numbers, next time will the numbers be adjusted?

**\*Response: Z. Levar** - Yes, those no's will change, as well as percentage, we will be ready for next month's PC

**\*Question: J. Patterson** - Regarding underspending, are we seeing more, specifically with clinicians?

**\*Response: Z. Levar** - We are a small pocket of the clinical population, but most our cohorts of clinicians have been stable, and have had less turnover within our Part A staff.

**\*Comment: C. Droster** - Congrats to this committee, our numbers look good. Will more reallocations be needed?

**\*Response: Z. Levar** – We're at a place where no better use for funds will be required, a lot due to Covid. If anything, the 20% allocated in November may have some movement for only a few agencies.

### **New/Old Business**

#### **Review and Finalize 2022-23 Strategy & Finance (S&F) Work Plan – C. Droster and C. Barnett**

##### **1. Training for S&F Committee Members**

**C. Droster** – Do we add to or keep this item the same?

**C. Barnett** – They are adequate right now.

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

**S. Harris** - This is a HRSA (Health Resources Services Administration) requirement. Planning councils have to evaluate if the AEAM is sufficient in their jurisdiction, determine how quickly funds gets out, if those funds go out to the areas with greatest need, and then show how that administrative process is working. This is usually done in June, but can be done as late as August. Since we're working remotely, we can target for August.

**\*Question: C. Barnett** - Will training be done that ties in, as well?

**\*Response: S. Harris** - It can, or share questions and those materials as part of the training.

**\*Comment: Z. Levar** - We shouldn't have an application for this year. So, maybe combine training and presentation soon as possible, this month or next, because it wasn't done in 2021.

**\*Comment: S. Harris**- We will provide updates and questions for grantee review, as we're catching up from last year. This year, in August, we'll be looking at what happened for this year.

**\*Comment: C. Droster** - Maybe we can do this in February, should it be added to work plan?

**\*Response: Z. Levar** – No, it doesn't need to be added to this year's work plan.

**\*Comment: S. Harris** - Starting in the August meeting, questions will be prepared for how this will go and in February we will look at the 2021 AEAM and how it worked.

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

**\*Comment: C. Droster** - Ongoing

**\*Comment: S. Harris** - This committee looked at this based on what the grantee advised. We make initial decisions and the grantee makes the adjustments. This committee is to be commended for how it has grown with its present leadership.

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### **4. Plan & Conduct PSRA Process (see separate PSRA work plan)**

- \***Comment:** C. Droster – PSRA is done in June, not go to July.
- \***Comment:** S. Harris - We try to end this in June, as like last year, we'll try to do the same thing.
- \***Question:** J. Patterson - Is the PSRA tool really our tool now, didn't we modify?
- \***Response:** C. Barnett – Good point, think we've made it our own.

### **5. Review and Approve Carryover Request**

- \***Comment:** C. Droster - It was done two months ago.
- \***Comment:** C. Clifford – We should this do every time a carryover is done.
- \***Comment:** N. O'Neal – Agreed.

### **6. Quarterly Progress Report on Committee Work Products**

- \***Comment:** C. Droster – These are ongoing, S&F co-chair duties.
- \***Question:** C. Barnett– Why is there an end date?
- \***Response:** S. Harris – To make sure it's done by end of November and it all gets accomplished.
- \* **Comment:** C. Barnett – So, maybe go to end of the grant year.
- \***Response:** S. Harris – We will go to the end of March.

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

- \***Comment:** S. Harris – We will change this to January 2022 through January 2023, which will be the work plan for grant year that starts March of 2023.
- \***Question:** J. Patterson: Could we use same language, work plan?
- \***Response:** C. Barnett – Agreed.
- \***Comment:** C. Droster - Two more additions, review PC budget per HRSA request, suggest for September or October and discuss the bi-annual input from CLC.
- \***Comment:** Z. Levar - With the PC budget, the review was to be retroactive and to be done at the beginning of the year so as to know what is budgeted for 2022. April would be good.
- \***Comment:** J. Patterson – In usually looking at tight timelines, maybe we can put data presentations in, too.
- \***Response:** S. Harris – This could be between April 2022 to May 2022.
- \***Comment:** S. Harris – The date for the bi-annual CLC input is TBD.

**Motion: To approve the 2022-23 Strategy & Finance (S&F) Committee Work Plan as written.**

Motion: N. O'Neal      Seconded: J. McMinn

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

*Motion passed.*

### **Review & Create 2022-2023 PSRA Work Plan**

- S. Harris – The goal is to revise, approve, and wrap up everything for the plan by June 15, 2022.
- C. Droster - We are looking for more PC input on our resource allocations process.

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**\*Comment: R. Watkins** - Connecting dots, maybe look at the red flags, put data behind that, then go to QI and S&F to look at the money. This way we're going on data instead of feeling, and coming together as one big picture.

**\*Comment: S. Harris** – We must fine-tune our focus on allocations then look at other items around that.

**\*Comment: R. Watkins** -Just like with the PSRA New York model, there has to be a starting process, or at least an idea for new processes.

**\*Comment: J. Patterson** – Suggested criteria for: significant increases and decreases of PLWH served, dollars spent, and significant changes in prioritized services compared to the previous grant year.

**\*Response: C. Droster** - We just rubber-stamped it instead of doing the reallocation process.

**\*Comment: S. Harris** – Maybe, look at a workgroup to explore the criteria suggested by Julie.

**\*Question: C. Droster** – Another sub-committee to address this?

**\*Comment: J. McMinn** – Remembering those days when there wasn't a 5% cap. It seems all advocating for money went by the wayside when five percent became all we could ask.

**\*Comment: N. O'Neal** – It felt people wouldn't show up unless they had something they wanted to debate about, and they were only interested in money for their cause, not directed to something else.

**\*Comment: S. Harris** - If we do our scenarios, maybe that will help get full PC involved early on.

**\*Response: C. Droster** - Maybe 5-10 minute discussions in months leading up to PSRA.

**\*Comment: S. Harris** - We can also look at what kind of data to present for data presentations.

**\*Comment: Z. Levar** – The committee can request anything, and we'll update if it goes through.

**\*Comment: S. Harris** – Those who will work with Julie on the criteria building: Julie, Clinton, Naimah, Clifford, Robert, and Jason.

**\*Comment: C. Droster** – TBD for a date on this.

**\*Comment: S. Harris** – We will check on a date for Epi presentation and there are no dates for presentations yet, maybe we can start February 2<sup>nd</sup> and try to finish by March, April the latest. Also, for unduplicated client data, Zach provides this every month, so maybe we can do training on this.

**C. Droster** - For now, we would like to make sure all dates align and then approve next month.

**S. Harris** – Meantime, this will be a draft.

### **Standing Business**

**S&F Committee Training Opportunities** - Tabled

**Parking Lot** - none

**Announcements** -none

### **Adjournment**

Motion: C. Barnett

Seconded: N. O'Neal

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### Attendance

	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									
	<b>Total in Attendance</b>	<b>5</b>									

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

Attendees: S. Dumas

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