

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

*Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties*  
**Kimberlin Dennis, Brian Kimball, Christy Nicholls Co-Chairs**



## **Executive Committee Meeting Minutes**

Wednesday, April 19, 2023

4: 00 pm to 5:30 pm

**Start:** 4:10 pm

**End:** 5:04 pm

**Facilitating Co-chair:** C. Nicholls

### **Moment of Silence**

### **Welcome and Introductions**

**Welcome & Introduction of our New Planning Council Facilitator, Lisa-Jean Sylvia**

### **Approval of Agenda: April 19, 2023**

Motion: N. O'Neal      Seconded: F. Ross

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

### **Approval of Minutes: January 18, 2023**

Motion: F. Ross      Seconded: J. McMinn

**VOTE:** In Favor: 9      Opposed: 0      Abstained: 1- J. Patterson

### **Approval of Planning Council Agenda: April 19, 2023**

Motion: F. Ross      Seconded: N. O'Neal

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

### **Recipient Report- April 2023**

**Administrative Updates:** Provider updates, HRSA reporting, full/partial awards, RSR, etc.

- Full award *may be* provided by 4/7
- RSR data collected from all providers and successfully submitted to HRSA on 3/23
- New facilitator expected to officially begin May, 2023

**Planning Updates:** HRSA updates, State Integrated Plan, RFPs, Monitoring, Needs Assessments, etc.

- Integrated Plan in review by CDC/HRSA
- Summary Statement, provided to recipient, spring 2023; feedback on plan's strengths, areas of non-compliance, recommendations, etc.
- Recipient may participate in joint call with CDC/HRSA to discuss review and summary

### **Medical Case Manager Network Updates:**

- Meeting with Project Management Committee took place on 3/29/23
- Finalized QI project ideas
- Additional QI project discussion may take place during MCM meeting in April; may discuss streamlining documentation

**Training Updates:** Trainings held/attended, upcoming provider trainings, upcoming PC trainings, etc.

- FY23 Ryan White, Part A Provider "Kick-Off" mtg. took place on 3/14; all providers attended
- FY23 Ryan White Provider Showcase meeting took place on 3/23; all providers attended
- Stigma training for providers -4/28
- Full CQMC meeting planned for 4/24

**Clinical Quality Management Updates:** QI projects, QI meetings, CQM Plan updates, etc.

- QI project for 2023: increasing retention in care rates with intensified engagement and appointment reminders from MCM
- CQM plan submitted to HRSA for review
- Recipient to participate in TA with HRSA to improve CQM plan/CQM activities

**Collaborative Updates/Info Share:** EHE, Prevention, newsletters, etc.

- EHE Community Advisory Group meeting scheduled for 4/12

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- Prevention provided local and national updates on MPOX during quarterly mtg.
- Consumer Survey available via survey monkey for PWH

**\*Comment: Z. Levar** – In discussions with a few co-chairs, while transitioning to new facilitation, we may want to re-visit the way our PC operates, overall, such as looking at things we may want to accomplish, what to add or take away, etc., as there has been a lot of great work done, but all of it may not necessarily be needed.

### **Fiscal Utilization Update – M. Baker**

**FY2023 Part A Funding Update:** Current Expenditure split, total expenses, etc. Core: 78.84%, Support: 21.16%, Expenses: 93.02% for 12 months; Target: 100%

### **Planning Council Business**

#### **Monthly Progress Report from HRSA Project Officer (P.O.) – M. Baker, K. Dennis**

The Project Officer (P.O.), Deborah Medina, was impressed with the work being done in the committees such as: the CLC listening session, S&F work on the ranking process, MRM is recruitment work with new applicants' upcoming interview, meeting reflectiveness, and QI's completion of the 2023-24 directives as we go into June, ready and prepared for PSRA.

### **Committee Reports**

**Community Liaison Committee (CLC) – Naimah-** We are currently trying to assist PSRA by doing a survey. We've surpassed numbers from last year on this survey, as the purpose is to give people who use RW services a voice to tell us how they view them, in real time. The listening session was also good and we will continue to have them, as purpose of them is to hear from PLWH what they feel is a priority. We also talked on educational trainings and looking at another way of doing forums.

**Faith -** We also would like more to participate in CLC so we can do even more good work.

**Strategy & Finance (S&F) – Clinton** – We met April 5<sup>th</sup> and completed prioritizing our non-funded categories. Also, we gave an update on the S&F Workgroup on April 26<sup>th</sup>, where we revised the current PSRA feedback form. The next workgroup will meet on Wednesday, May 24<sup>th</sup> from 12-1:30 pm., and we invite all to join.

**Membership, Retention & Marketing (MRM) – Billy** - We met April 5<sup>th</sup> and conducted a reflectiveness update, which was good. We also discussed strategies on how to recruit categories needed for young males (20-29), and the Latino population, as we will have to get young people involved in order to reach them. We also shared an attendance update which will be shared with all.

**Quality Improvement (QI) –Jason** –We met this afternoon and finished and approved the two directives for 2023-2024 and they will now go for final vote at PSRA meeting in June. We did a deep dive into mental health and psychosocial services, and made an add-on to psychosocial to create a TGA-wide calendar of support groups, educational forums, an educational opportunities to capture in one area that recipient can do on the RW website. Second directive, in the RFP under psychosocial, encouraging sub-recipients to think about non-traditional times for support groups and encourage healthy eating habits during groups. Next on agenda will be to look into aging, as we all agree this was an important topic.

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**HIV Prevention (Prevention) - Deairius** - We met last March 1<sup>st</sup>. In our Prevention summary, it was announced CCBH Prevention Supervisor, Rachel McDade, is leaving for a position with Central Outreach, and that CCBH is looking to replace her and two DIS (Disease Intervention Specialist) positions. We received a preliminary epi update from CCBH, Clarence Williams on syphilis and HIV cases, had a presentation from students at CWRU on a new HIV testing project, and received a community update from Alex Nelson on the HIV drug, Apretude. Last, we reviewed the committee work plan, and the next meeting will be, Wednesday, June 7, 2023, from 4-5:30 pm.

**Other Business** - None

### **Announcements**

**Julie** – AFC (AIDS Funding Collaborative) is sponsoring a session on June 6<sup>th</sup>, from 10-12 noon, in-person and possibly hybrid.

**Adjournment - Motion:** J. Patterson      **Seconded:** J. McMinn

### **Attendance**

	<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- Exec Co-Chair</b>	<b>10</b>			<b>10</b>						
2	<b>Christy Nicholls – Exec Co-chair</b>	<b>10</b>			<b>10</b>						
3	<b>Brian Kimball – Exec Co-Chair</b>	<b>0</b>			<b>10</b>						
4	Naimah O'Neal	<b>10</b>			<b>10</b>						
5	Faith Ross	<b>10</b>			<b>10</b>						
6	Clinton Droster	<b>10</b>			<b>10</b>						
7	Julie Patterson	-			<b>10</b>						
8	Brenda Glass	<b>0</b>			<b>0</b>						
9	Billy Gayheart	<b>10</b>			<b>10</b>						
10	Jason McMinn	<b>10</b>			<b>10</b>						
11	Deairius Houston	<b>10</b>			<b>10</b>						
	<b>Total in Attendance</b>	<b>8</b>			<b>10</b>						

**Staff:** M. Baker, Z. Levar, T. Mallory