

Cuyahoga Regional HIV Prevention and Care Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina

Clinton Droster - Chair

Strategy and Finance Committee Minutes

Wednesday, October 5, 2022

1: 00 pm to 2:30 pm



Start: 1:07 pm

End: 2:34 pm

Facilitator: C. Droster

Moment of Silence

Welcome and Introductions

Please note: PC members who have a conflict of interest must inform the committee at the beginning of each meeting. A Conflict of Interest, as it pertains to the Ryan White Planning Council Bylaws, is defined as "an interest (actual or perceived) by a Planning Council member in an action that may result in personal, organizational, or professional gain for the member or his/her spouse, domestic partner, parent, child, or sibling."

Approval of Agenda: October 5, 2022

Addendum:

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

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

Approval of the Minutes: September 7, 2022

Addendum:

Motion: C. Barnett Seconded: J. McMinn

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

Recipient Report – October 2022 – Planning Council

1. Recipient Report
 - a. ODH State Integrated Plan – Shared affinity group goal draft on 9/29, taking feedback through 10/31, follow up meeting to finalize on 11/17
 - b. Clinical Quality Management Committee- currently working with HRSA staff to revise CQM plan, assisting CLC with linkage checklist pilot project
 - c. Last edition of CCBH HIV Services Newsletter released on 6/1: <https://www.ccbh.net/ryan-white-provider-resources/>
 - d. FY2022 trainings held by Recipient:
 - a. **(PC Directive)** Cultural Competency for Dental Providers – held 9/20/22 in coordination with AETC
 - b. Stigma Training - TBA
 - e. Part A Medical Case Manager Network Meeting - next quarterly meeting to be held 10/18/2022, topics to include resource inventory and referral processes
 - f. CCBH submitted Ryan White Program Services Report (RSR) in March 2022 to comply with data reporting requirements of HRSA – currently conducting monthly data checks to prepare for CY2022 submission
 - g. **Part A Funding** – beginning reallocation process with sub-recipients to provide recommendations to PC at November S&F meeting
 - h. **Ending the HIV Epidemic Funding** - The following projects are continuing in FY2022:
 - a. Social media campaigns (Pride, Hispanic Heritage Month, Black History Month focused campaigns)
 - 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
 - g. Peer Navigator program
 - i. FY2022 Monitoring – Part A office has resumed onsite monitoring visits for the first time since pre-COVID, will share outcome summary with PC at conclusion of visits
 - j. Ryan White FY2023 Non-Compete Continuation (NCC) Report submitted on 9/28

Administrative Update - Z. Levar

- Statewide Plan meeting is Sept 29th to go over goals, updates and reviews for the Nov 17th meeting.

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- The next quarterly Part A meeting is Oct 18th. Agenda items: resource inventory, standardizing case manager offices across agencies, and discussing ways to streamline and improve the referral process.
- Part A funding was sent out to the sub-recipients. Each provider will look at costs on funding not being used and to assess shortage areas, particularly with staffing. They have until Oct 14th to submit this info.
- The Ryan White FY2023 Non-Compete Continuation (NCC) Report was submitted on 9/28.

Fiscal Report –Z. Levar

FY2022 Part A Grant: Current Expenditure split, 75.93% Core-24.07% Support, Expenses, 40.16% for 6 months (50% target)

This is six-month snapshot on expenditures. With one large provider three months behind on invoices, we're working to figure the barriers to get them submitted. As we're currently over budget with med transportation and psychosocial support, we will review these closely and make recommendations. We also revised the spreadsheet, separating full-time employ (FTE)-based funds from delivery-based funds.

***Question: N. O'Neal** – Was Covid reason for only 90 unduplicated professional services on the sheet?

***Response: Z. Levar** – Unsure on unduplicated for previous year, but looks over-utilized due to one provider, as their budget is front-loaded meaning their expenditures come quickly the first six months and level out in the latter end. So, we adjusted our budget around what we created for them.

***Question: C. Barnett** – Is there a reason why EFA (Emergency Financial Assistance) is low?

***Response: Z. Levar** - This is because all processes in place are working. We want this as a safety net to meet the emergency needs in getting meds to PLWH.

***Comment: J. McMinn**- For medical transport, a rise is now seen in patients doing injectable treatments.

***Comment: Z. Levar** –This may be something to review with those changes and moving resources there.

***Question: C. Droster** – Are the three missing invoices the reason for the low amount in med nutrition?

***Response: Z. Levar** – We're close to resolving this now, so it won't impact the reallocation cycle.

***Question: C. Barnett** – What does it take to get invoices in on time?

***Response: Z. Levar** - We have a small fiscal team and a large group of invoices, which slows the process. Now that we're back to monitoring again, the fiscal reports are more timely, and we can better see how to work on a corrective action plan to assist with this.

New/Old Business

Collaboration with CLC on Consumer input for PSRA- C. Droster

We want to look at more ways to get CLC input, possibly a virtual forum or virtual focus groups, where we pick a topic of interest, like housing, and leave it open to PLWH so we can get bigger responses.

***Comment: S. Harris** - Maybe we can do a virtual support group with people like Bryan and Peter, who can share experiences that showed up in our survey findings and then casually mention RW services to trigger input on what PLWH want. This would be a way of getting the kind of info that S&F needs in helping the priority setting process and different from what is currently done.

***Comment: S. Harris** - The purpose of a PC is to help inform PLWH about what is available. It is common knowledge to us but not to those that are not in these discussions.

***Comment: N. O'Neal** - From both sides, we may have allowed other people to give us info but we may not have been as effective in providing info. We also must utilize PLWH to present this information.

***Comment: J. McMinn** –Case managers do a good job with PLWH in our TGA, in relation to those that fall through cracks. Maybe it would help going to providers that don't have a robust system. Also, many requests are just unrealistic.

***Comment: S. Harris** - Think about the role of PC in doing the interfacing with the community, on what can be done, helping refer people to the right source, and using the funds according to the federal rules.

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***Comment: J. Patterson** – Wonder if we can formally invite CLC participation in our discussion of the November reallocation at our S & F meeting? That way, we are making the recommendation to the full PC for a vote based on the financial data as well as CLC input (i.e. anecdotal data from lived experience). We also said we'd ask CLC for input in terms of which service categories are "flagged" for the discussion of resource allocation (RA) at the PSRA meeting during the summer. This past summer, we didn't flag based on CLC, but we still could do that next year.

***Question: N. O'Neal** - Is this for the whole committee or for people who want to join or participate?

***Response: C. Droster** - Anyone who wants to join and/or give input.

***Comment: S. Harris** – The S&F committee relies on what the recipient says we need for the process, as it is the first committee to vote on priority setting results before they go to full committee. We welcome and value CLC's input in that process, but other members are also invited to share in the discussion.

***Comment: B. Gayheart** – As part of MRM is marketing, is this considered something we should look at in informing clients and social workers? Also, is there a way we can have communication or a virtual forum to educate and inform social workers, to make sure they're on the level and they have resources.

***Question: S. Harris** – What can be done to help case mgrs., as they have enough on their plate already.

***Question: B. Gayheart** - What can we, PC do to get info out, as there is a huge gap in communication?

***Response: S. Harris** - Maybe virtual forums or focus groups, talking on and explaining Part A services.

***Comment: N. O'Neal** - This should be a collaboration in helping clients manage their lives. The pressure is put on case managers, but clients have to take responsibility no matter who is in place to help them.

***Comment: K. Dennis** - When going to doctor and waiting for appointment, maybe we can put something like a video format that lists things case managers can help with and things they must do, as we're all responsible for ourselves.

***Comment: J. McMinn** - We have the RW Showcase of Services and maybe they could incorporate this event CLC to help get information out and then take this to case managers. Maybe doing this monthly, online to help with complaints of PLWH not getting assistance they need.

Create 2023-2024 S&F Committee Work Plan

1. Training for S&F Committee Members: PSRA, Expenditure Report

C. Droster - Maybe a refresher on expenditure report. We will plan for November Full PC meeting.

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

S. Harris - This is in the works

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

3. S. Harris – Ongoing. This is done every month and will continue the same for next year.

4. Plan & Conduct PSRA Process

4. S. Harris – This will remain the same Jan 2023-June 2022.

5. Review and Approve Carryover Request

5. N. O'Neal – This may to change to Full PC because more attend.

6. Quarterly Progress Report on Committee Work Products

6. Ongoing – Feb 2023

7. Review S&F Committee Work Plan for Next Year

7. Jan 2023-Jan 2023

8. Review of PC Budget

8. Apr 2022 –May 2022

9. Review & Discuss Bi-Annual Input from CLC

9. N. O'Neal - We will commit to make those reports for April 2023.

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Create PSRA Work Plan- C. Droster

The next PSRA workgroup will be: Naimah, Clinton, Clifford, Jason. We will give the dates at the November meeting and will also address questions on this process.

Outcome of the Assessment of the Efficiency of the Administrative Mechanism - Tabled

Standing Business -

Training Opportunities for S&F Committee Members - Tabled

Parking Lot - None

Next Steps - Takeaways

Discuss plans for focus groups with PLWH giving experience.

Explore ways for CLC can share more information to social workers through the Recipient (*with Recipient input/approval*).

Help decide what information to share via Naimah & Jason at RW case manager quarterly meetings.

Announcements

K. Dennis – Ministry of Hope, Women’s Healing Weekend, sponsored by AIDS Funding Collaborative for Women and Transwomen living with HIV. Friday, October 7th – Sunday, October 9, 2022, Hiram House. For more info contact: Kimberlin Dennis (216) 374-3980 or Halima Grant (216) 246-8339.

Adjournment: Motion: K. Dennis Seconded: J. Patterson

Attendance

		Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
	S & F Members										
1	Clinton Droster, Chair	20	20	20	20	20	20	20	20	20	
	Vacant, Co-chair										
2	Julie Patterson	20	20	20	20	0	20	20	20	20	
3	Michael Deighan	20	20	20	20	20	20	0	20	20	
4	Clifford Barnett	20	20	20	10	10	10	10	10	10	
5	Naimah O’Neal	10	10	10	10	10	10	0	10	10	
6	Jeannie Citerman-Kraeger	10	10	10	10	10	10	10	10	0	
7	Jason McMinn				10	0	10	10	10	10	
	Total in Attendance	6	6	6	7	5	7	5	7	6	

PC Members: K. Dennis, B. Gayheart, A. Thomas

Attendees: Jessica (Sig Health)

Staff: A. Hardy, Z. Levar, S. Mallory, T. Mallory