

Cuyahoga Regional HIV Prevention and Care Planning Council

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



Special Executive Committee Meeting Minutes

Wednesday, November 16, 2022

4: 00 pm to 5:30 pm

Start: 4:09 pm

End: 5:19 pm

Facilitating Co-chair: K. Dennis

Moment of Silence

Welcome and Introductions

Approval of Agenda: November 16, 2022

Motion: F. Ross Seconded: C. Nicholls

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

Approval of Minutes: September 21 2022

Motion: C. Nicholls Seconded: C. Barnett

VOTE: In Favor: 9 Opposed: 0 Abstained: 2- C. Droster, F. Ross

Approval of Planning Council Agenda: November 16, 2022

Motion: J. McMinn Seconded: F. Ross

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

Recipient Report- November 2022

1. Recipient Report
 - a. ODH State Integrated Plan – Next statewide meeting will occur 11/17, Planning Council has been asked to sign a letter of concurrence with the Integrated Plan. Will run through QI Committee as lead on Integrated Plan for PC
 - b. Clinical Quality Management Committee- Wrapped up TA with HRSA in October, will look to re-launch committee in 1st quarter 2023
 - c. Next edition of CCBH HIV Services Newsletter aiming to be released on World AIDS Day 2022
 - 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 1/17/23
 - 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** – presenting reallocation recommendations to S&F in November
 - 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

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j. RFPs released for Direct services FY2023/FY2024 and for Planning Council Facilitation and Management:

<https://www.ccbh.net/rfqs/> - pre-proposal conferences to be held on 11/3

Administrative Update – Z. Levar

Yesterday, we had our last monitoring process for the year and we will now do the outcome summary so PC can see what's being done around the TGA. As we tease out our two year cycle for direct service, all agencies will now have to bid to maintain partnership.

Fiscal Utilization Update- Z. Levar

FY2022 Part A Grant: Current Expenditure split - 78.46% Core - 21.54% Support; Expenses are at 50.69% for 7 months (58.33% target)

Planning Council Business

Reallocation and Carryover Vote- Tabled for Full PC.

Monthly Progress Report from HRSA Officer – Tabled for Full PC.

Co-Chair Training- S. Harris

Listed are the topics of the co-chair training presentation provided on screen and via mail.

- Welcome & Purpose
- Roles & Responsibilities of Sub-Committee Co-chairs
- Robert's Rules of Order
- Compliance with PC Bylaws
- Key Work Assignments by Committee
- Key Responsibilities in Ryan White Law between PC & Recipient
- Don't of Co-chair Leadership
- Allowable Ryan White Services
- Geography of Region 3 TGA (*understand who you represent*)
- Important resources to learn how to be an effective PC member.

Additional information and materials provided and available to all Planning members.

- [Planning Council Primer](#)
- Planning Council Operations chapter from the [Part A Manual](#).
- [Planning Council Bylaws](#)

Committee Reports – All tabled for presentation at Full PC meeting.

Other Business – None

Announcements

S. Harris – This is the first announcement of my official retirement from my appointment as your PC facilitator, in which my term will end at the February 2023 Full PC meeting.

Adjournment - Motion: F. Ross Seconded: C. Barnett

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Attendance

	Executive Committee	Jan	Feb	Mar	Apr 2022	May	June PSRA	Aug	Sep 2022	Oct	Nov
1	Kimberlin Dennis- Exec Co-Chair				10				10		10
2	Christy Nicholls – Exec Co-chair				10				10		10
3	Brian Kimball – Exec Co-Chair				10				10		10
4	Naimah O'Neal				10				10		10
5	Faith Ross				10				10		10
6	Clinton Droster				10				0		10
7	Brenda Glass				0				10		10
8	Billy Gayheart				10				10		10
9	Jason McMinn				10				10		10
10	Clifford Barnett				10				10		10
11	Deairius Houston				10				10		10
	Total in Attendance				10				10		11

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