

Cuyahoga Regional HIV Prevention and Care Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina

Clinton Droster, Julie Patterson – Co-Chairs

Strategy and Finance Committee Minutes

Wednesday, June 7, 2023

1: 00 pm to 2:30 pm



Start: 1:06 pm

End: 2:30 pm

Facilitator: J. Patterson

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: June 7, 2023

Addendum: To remove administrative update as we will only do the fiscal report at S&F and give full admin report at next full PC. Second to remove out of care estimate and add Review of PC budget.

Motion: F. Ross

Seconded: N. O’Neal

Vote: In Favor:

All

Opposed: 0

Abstained: 0

Approval of the Minutes: May 3, 2023

Addendum:

Motion: F. Ross

Seconded: J. Citerman-Kraeger

Vote: In Favor:

11

Opposed: 0

Abstained: 1- D. Harris

Recipient Report – June 2023

Fiscal Report – L. James

Current expenditures: *Core services 79.88%; Support services: 20.12%*

New/Old Business

Resources Allocation Workgroup Update – J. Patterson

We had great attendance in our workgroups this year. One thing we initially reviewed and completed was revising the PSRA Evaluation or survey tool. It was a good discussion and we appreciate all the input and update suggestions. This form, which will be given at the end of the meeting, is an evaluation of the PSRA process for participants to rate how we did with PSRA, as a group and as a committee. We also reviewed the checklist of things to be done at PSRA such as the agenda and the presentations, and we will have a place on the agenda to discuss the PSRA allocation scenario. The actual spreadsheet will be presented at PSRA, and revised in the moment, but today we will look at some pretend numbers to give us an idea of how the process will go and to make sure everything is in order.

C. Droster - We also discussed the removal of the five percent increase with HRSA, and that they are now on a three-year budget cycle. We also spoke on the need to explain the difference between over versus under-funded categories.

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J. Patterson – This is in the draft to bring up in the PSRA presentation on the 21st, to the full group.

Review PC Budget- Z. Levar

Ryan White 2023-24 PC Budget	Budget	YTD Expenditure	Remaining
Staff (LJ/Toni)	\$ 136,422.00	\$	\$ 136,422.00
PLWH PC Member Internet Access	\$ 7,200.00	\$	\$ 7,200.00
Misc. (mileage, gas cards, food, postage, PC swag, events)	\$ 738.00		\$ 738.00
Total	\$ 144,360.00		\$ 144,360.00

There are few line items for this budget and it changes every year, depending on funding. One requirement is, while the Part A handles the majority of budget, part of it is dedicated to PC operations, which when we come across different situations, we look here to decide activities. The two staff members, L.J. and Toni, split a combined budget amount, as part of program. We also have PC member internet access, in which we purchased fifteen (15) chrome books for PLWH that sit on council and attend meetings to use. We also purchased data plans for those books, and continue to maintain the plans, (roughly \$7,200 a year), so members can join monthly. For now, we plan to continue on until in-person meetings resume. For the miscellaneous column, this was a large line item originally used for gas cards, food, etc., when we were meeting in-person. Now, this includes things like postage for monthly mailings, PC swag items for events, and/or other things associated with events like table reservations, etc.

***Question: N. O'Neal** – Are PC members going to events afforded mileage reimbursement?

***Response: Z. Levar** – We will look into this.

***Question: J. Patterson** - Is this affirmed, or locked in and unable to spend anymore?

***Response: Z. Levar**- One reason this came up was, during a past HRSA conference, some other jurisdictions shared that they had done this regularly. We did report in 2021 and go off track, but we try to make everything happen that we feasibly can.

***Question: L.J. Sylvia** - When are your budgets set?

***Response: Z. Levar** - This is when we look at our internal costs, which fluctuates depending on funds from HRSA.

Discuss Allocations Spreadsheet – Z. Levar

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We used to back this out from the previous year and come up with an estimate to provide the percentage. Last year, we just maintained the same percentage, and we will work in the Part A office to find that piece from last year, or just add-in briefly at PSRA. For now though, this is a quick snapshot of services we currently fund. S&F Co-chairs, Julie and Clinton, have already ranked for this year's allocations. However, this spreadsheet is sorted based on priorities for next year, as we'll be looking at allocating for next year's money. Also, we have the categories split by core and support services, which is what we are working with now. At PSRA on June 21st, we will look at this for planning for next year, and reviewing areas of priority to assess whether any changes need to be made, as most things will stay stagnant, with the possible exception of the add/subtract column.

***Comment: C. Droster** - Noticing different changes in priority ranking last year vs. this year.

***Response: Z. Levar** – One main item the PSRA workgroup looks at is flagging. These are things reviewed throughout the workgroup year that may be brought to the committee's attention at PSRA, as the role of workgroups is to address things that have come up previously so as to wrap them up in a presentable format for PSRA.

***Comment: L.J. Sylvia** – The percentage column is helpful, as we use it to move money around, but percentage is what is allocated.

***Comment: Z. Levar** – The new addition with the asterisk, denotes FTE-based category and this was added to the expense report at PC. As a note, FTE (full-time employee)-based categories are funding salaries for individuals, so when deciding whether to make a dent in a category, it is best to do so in an FTE-based category. Whereas, an addition to a deliverable-based category, like EFA (Emergency Financial Assistance), could go long way in making a difference in providing those services. Also, one local flexibility in looking at total allocations, giving the final allocation request and total award to apply to that category, gives flexibility to accept additional funds from HRSA, basically going off the percentage as opposed to actual dollar amounts. That's why we do percentages rather than dollar amounts. Another change implemented last year was with the additional five percent. We took this out of the equation, in order to just see the real budget, level funding, to know if adding or taking away, you're taking away from a currently allocated category, as we don't know if we will ever get that 5% additional funding again. We just apply for the maximum amount allotted, and not pretend we'll get an extra 5% that, if not, would have to come out of the budget.

***Question: C. Droster** - What about moving core from support and vice versa?

***Response: Z. Levar** - The real rule is we have to maintain 75% in core services and maintain up to 25% in support service. If we did otherwise, it could affect our split.

***Comment: J. Patterson** – In challenges dealing with data, when we did our flagging according to priority order, we used data from two years ago rather than last year. However, if we talk at PSRA from this spreadsheet, it is not the most current data.

***Response C. Droster** - This is data we just compiled was off data from the last two years, although it's current data.

***Comment: J. McMinn** - EFA funds have had issues with entitlement so that may need to be reviewed aside from PSRA, as things may get things off-target if brought up. Also RW Part B is

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looking at their EFA funds and may be further along and have recommendations that would affect everyone. We may get more info on that.

J. Patterson - L.J. did a great job on the worksheet, added/subtracted some things, we received a thorough explanation, so this should be a good tool for us to use at PSRA.

Next Steps

Julie – A reminder for all to plan on attending PSRA on June 21st @ 12:00pm.

Jason – Maybe we could also put a birthday hat on Zach for the meeting.

Clinton – We will have a workgroup meeting in June.

Zach – It is suggested to have one more in order to map out the next workgroup timeline.

Standing Business

Training Opportunities for S&F Committee Members - None

Parking Lot - None

Announcements -

Adjournment: Motion: F. Ross

Seconded: J. McMinn

Attendance

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

PC Members: B. Gayheart, D. Harris, K. Dennis, R. Watkins, F. Ross, L. Lovett

Attendees: None

Staff: L. James, Z. Levar, L.J. Sylvia, T. Mallory