

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, August 2, 2023

1: 00 pm to 2:30 pm



Start: 1:04 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: August 2, 2023

Addendum:

Motion: F. Ross Seconded: J. Citerman-Kraeger

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

Approval of the Minutes: June 7, 2023

Addendum:

Motion: K. Dennis Seconded: J. McMinn

Vote: In Favor: 10 Opposed: 0 Abstained: 1- M. Deighan

Recipient Report – June 2023

Fiscal Report – M. Baker

RECIPIENT FISCAL REPORT (CONDENSED)

For March-May 2023		
Core	3.14%	Target 20.1%
Support	12.76%	
Expenses	4.93%	

As CCBH is going through a transition in our fiscal department, this is a condensed report for today, on info from March thru May of this year, and we will have a more updated report ready by Full PC.

***Comment: J. Patterson** – S&F would like to continue seeing info on over/under categories etc.

***Response: M. Baker** –All underspending is due to delays in our fiscal dept., but we will provide the entire sheet at next meeting, as well as re-institute a full report again for S&F committee.

New/Old Business

Recap the PSRA Process – J. Patterson

As we reviewed the Allocations spreadsheet for PSRA, we had a lot of good input on service categories and made decisions based on that discussion. We also added money some categories, decreased money in other categories to even things out, and in the end a full committee decision was voted and approved. Overall, we made a good accomplishment for this committee and the full group, as this year’s PSRA was very productive and seemed to be one of the best ever, according to the survey.

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Review Survey Results – J. Patterson

These results are on what was done reflective from the PSRA process, as the intent was to get people's understanding of this. Overall, twenty-one people responded, and no one answered "not at all".

J. McMinn - This is good as it shows everyone's participation.

M. Deighan – One person responded they didn't understand the idea of moving.

L.J. Sylvia – Seventy-five (75%) said the process improved by being online.

C. Droster - Every year we invite all to participate, many don't. We usually do on our own in S&F.

B. Gayheart – Suggest next year to do conflict of interest piece at the intro, when asking for conflicts.

J. Patterson - Maybe include a statement at beg, especially for new persons, making it more inclusive.

L.J. Sylvia – We can change conflict piece, add to intro and give conflicts explanation before presenting.

J. McMinn - Back in early 2000's things were somewhat contentious, many felt unwelcomed, there was a separate table for members vs. guests, which may be why, in those years, PC never picked up. We should always try to walk the fine line understanding conflict doesn't mean you can't talk or share ideas.

N. O'Neal – Some may come to PSRA with an agenda, don't feel welcomed when they cannot push that through, making it more of a competitive thing than a meeting.

J. Patterson - We have a good process now that works against that and we now all work together.

J. McMinn – As an overview on the directives presentation, directives is the role of QI's committee in which we make recommendations on things we're asking the recipient to do or carry out. We have meetings, discussions, and write up an agreement for the recipient who then follows up with us later. These current directives were about support groups in which we asked the recipient to develop a calendar of support groups, and to include in the RFP (request for proposal) questions about non-traditional group hours, places, and on food options for support groups. Also, directives don't have to come from just QI. We welcome all input and remain open to things that could develop into a directive.

C. Droster - In November orientation, we will get a refresher overview of how all the committees work.

L.J. Sylvia – Part is creating an environment to allow folks to express in the moment.

N. O'Neal – Also, some members just don't want to appear they don't understand, even if they get the info, but all are invited to come, particularly to S&F meetings and workgroups to get knowledge.

J. McMinn – This may also a role for mentors to come in and check on mentees, before PSRA.

L.J. Sylvia – In future, will try to have one-on-one conversations with all overtime, seeing who may have PSRA questions, as this may not always be new members.

Next Steps - None

Standing Business - None

Parking Lot

Updated Expenditure Report – M. Baker

This report gives breakdown of core and support services. We are not on target and have not released information on this, but updates will be shared at full PC. This is not an intuitive process, as all sub-recipients have different processes in doing this. Most are also leaning how to complete invoices, which caused lags in what was being sent. The order for this process is at the beginning of the grant year in March and once the grant is released, we have to divide up the funds, ask each sub-recipient what they want, then go back to them later to say how much we (the recipient) can allow. After that, the sub-recipients have to then create an actual budget for us (the recipient) to approve. Actually, nothing

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happens immediately in March, as once budgets are all approved and in place, it is by then June. It is not a quick process and can be hard for our fiscal department to go through months of invoices, which then delays us from giving updated info to PC.

Announcements

L.J. Sylvia – Please complete and return all COR forms, if not already. Also, upcoming Sankofa Healing Weekend in September, East Cleveland Neighborhood Connection, and Leadership Development program in Cleveland. Applications due Aug 10th, will send info following meeting.

B. Gayheart - We will discuss all forms coming due at next meeting.

K. Dennis – The Ministry of Hope is having a Healing Weekend for Women Living with HIV (WLH) on Oct 27-29, 2023 at the Doubletree Hotel, 6200 Quarry Lane, Independence, OH 44131. Registration due by September 29th at Ministry of Hope, P.O. Box 202301, Shaker Hts., OH 44120, or by clicking on the link at: <https://tinyurl.com/2oobg88f>.

J. Patterson - Equitas Health is having an October Care Conference in Columbus, register online. Also the Cleveland State Health Worker Certification program is starting up again. Info to follow after meeting.

Adjournment: Motion: N. O'Neal Seconded: K. Dennis

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	20			
2	Julie Patterson, Co-chair	20	20	20	20	20	20	20			
3	Michael Deighan	20	0	0	20	0	0	20			
4	Jeannie Citerman-Kraeger	0	0	10	10	20	20	20			
5	Biffy Aguriano							20			
6	Anthony Thomas							0			
7	Naimah O'Neal	10	10	10	10	10	10	10			
8	Jason McMinn	10	10	10	10	10	10	10			
9	Faith Ross	10	10	10	10	10	10	10			
10	Anthony Forbes						10	0			
	Total in Attendance	5	5	6	7	6	7	8			

PC Members: K. Dennis, B. Gayheart, L. Lovett

Attendees: A. Falzone, J. Gerdes

Staff: M. Baker, Z. Levar, L.J. Sylvia, T. Mallory