



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, October 4, 2023

1: 00 pm to 2:30 pm

Start: 1:08 pm

End: 2:32 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: October 4, 2023

Addendum:

Motion: F. Ross

Seconded: J. McMinn

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

Approval of the Minutes: September 6, 2023

Addendum: Motion to approve minutes by correcting comment by J. Patterson to read: “*prefer more red in categories to show we’re spending the money*”, instead of more green.

Motion: J. McMinn

Seconded: A. Thomas

Vote: In Favor: 6 Opposed: 0 Abstained: 1 – F. Ross

Recipient Report – October 2023

Fiscal Report Review – Monica

YTP Expenditures % Split: Core Service -78.04%, Support Services - 21.96%

In reporting the current info up through today, some may be happy to see the second page with several red boxes. This means we are spending in those categories, as it is always a matter of our invoices catching up our meeting updates. For now, we are in a position to be on target for Outpatient Ambulatory Health Services (OHS), Medical Nutrition Therapy, and Psychosocial Support. We are underutilized for Medical Case Management (MCM), Mental Health Services (MH), Early Intervention Services (EIS), Emergency Financial Assistance (EFA), and Non-Medical Case Management. However, as we make revisions and reallocations, there should not be much more in overutilization and things will balance out. If are not running that far behind. We will keep all updated, as we have sent reminders to the sub-recipients to submit invoices in which we hope to get replies in the next few days. Their timeline is mid-October, so we can prepare and be ready for reallocation next month. Otherwise, we are on task with everything else.

New/Old Business

Revise and Finalize PSRA work plan for FY2024 – J. Patterson

PSRA 2024 WORK PLAN ACTIVITY	START DATE	END DATE	TASK LEADER	COMPLETION STATUS
1. Review and finalize PSRA Work plan	01/4/2024	1/4/2024		
2. Approved the PSRA Schedule of Activities & Timeline (<i>PSRA process ends 6/21/2023</i>)	01/4/2024	01/4/2024		
3. Outline & Approve Key PSRA tasks:	1/4/2024	1/4/2024		

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Submit A Formal Data Request to Grantee (if needed)?	2/28/2024	2/28/2024		
Reconfirm Member of data work group to: Determine the data requirements, data characteristics desired, and how the data should be presented in order to make the most informed decisions at PSRA Confirm Schedule for Data Presentations Report PSRA Work Plan Schedule at Full PC mtg.	1/4/2024 1/4/2024 1/4/2024 1/4/2024 1/4/2024 1/18/2024	1/4/2024 2/1/2024 2/1/2024 2/1/2024 2/1/2024 1/18/2024	Work Group <i>Clinton, Julie, Naimah, Jason, Faith, and Rhonda</i>	
Prepare & Conduct a Training on the PSRA Process & Timelines	1/18/2024	1/18/2024		
Conduct Data presentations? - AIDS Funding Collaborative - HOPWA Utilization (Housing) - Epidemiology (Epi) Data at Full PC - Consumer (PLWH) Input/Needs Assessment, etc. - Client Utilization data - Part A - Part B	2/1/2024 2/1/2024 2/1/2024 2/15/2024 3/1/2024 3/1/2024 3/1/2024	3/1/2024 2/1/2024 2/1/2024 2/15/2024 3/1/2024 3/1/2024 3/1/2024		
Review & Rank in Order of Priority Part A Services	4/5/2024	5/3/2024		
Prioritize all Part A Non-Funded Services; and Prioritize all Part A Funded Support Services Prioritize all remaining Part A funded services	4/5/2024 4/5/2024 5/3/2024	4/5/2024 4/5/2024 5/3/2024		
Due Date for QI Directives Submission to S&F	5/3/2024	5/3/2024		
Discuss & determine Out of Care Estimate (EIIHA/Return to Care Estimate), examine % of New clients to CAREWare to establish "Out of Care estimate"	5/3/2024	5/3/2024		
Finalize a PSRA Evaluation/Feedback Survey	5/3/2024	5/3/2024	Work Group	
Review & Discuss Part A Allocation Scenarios	6/7/2024	6/7/2024	Work Group Presents	
Determine Final Part A Funding Allocations for Upcoming Grant Yr. (2024-25)	6/21/2024	6/21/2024		

J. Patterson - We work on PSRA planning throughout the year. For requests, in past there was a formal request in which the Recipient office gives us an okay to have a request during the meeting, mostly for making requests early in the year, particularly for the PS (priority setting) portion.

C. Droster - Are there any other trainings needed or important?

J. Patterson – We talked on them for 'other', but unless needed, we're busy with PSRA during spring.

Z. Levar – It may be good to have an EHE (Ending the HIV Epidemic) presentation, as that's another tool on things funded locally, and it gives more input on where the money goes instead of just EHE.

J. Patterson - It should be done in February, maybe the first week.

J. Patterson – Client utilization could be done the first Wednesday in March, as we would need to make a formal data request, receive a presentation from Part B, allow time to speak with CLC on their most recent and available data, and then make the committee aware of these updates.

Z. Levar – For Out of Care Estimate, we haven't done this in a few years, so we may have to look at how to provide this, as it will involve the state. It used to be a required component, but we will see if this really needs to happen, since this has never been a mobilized piece of data for a PC work plan. It would be good to see the communication on the CLC survey as that is a data point needed for PSRA. We also need to make sure the timing is ready to pull in the S&F workgroup.

J. McMinn – It usually starts in April, and was always done in a subjective way. If it's not required though, maybe we shouldn't keep this.

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L.J. Sylvia –In preparing for PSRA, how can we make sure the data needed for PSRA, from surveys, listening sessions, etc., reflects what CLC wants to achieve, and what S&F needs to have for PSRA?

J. Patterson - Maybe invite all to S&F meetings.

Z. Levar - For S&F purposes, this is for priority ranking and this can be done through surveys or otherwise, as it's what needs to occur from the survey.

J. Patterson - PSRA will be in June and we will review and discuss allocation scenarios. Also, the S&F workgroup worked well. **Maybe we can think about changing the schedule to have just two meetings of the resource allocation workgroups later in the schedule, like April and June.**

Z. Levar- This all happens in getting our full award. In Jan., we can discuss the needs and dates.

J. Patterson - **Maybe we can put in a resource allocation meeting in April to meet and go over tasks, then in May, have a discussion on data from the grantee.**

Revise and Finalize S&F Work Plan for FY 2024 – J. Patterson

The work plan gives us an annual plan on what we do as a committee. Our primary job in S&F is with June with PSRA, and we plan now, ahead of other committees, to be ready and not wait until fiscal year in March.

S&F WORK PLAN ACTIVITY	START DATE	END DATE	TASK LEADER	COMPLETION STATUS
1. Training for S&F Committee Members: PSRA Training @ Full PC (May), Expenditure Report, Reallocation (Nov), and AEAM (Aug)	Feb 2024	Nov 2024	Full Committee	Other training: PC Budget, and AEAM
2. Conduct Assessment of the Efficiency of the Administrative Mechanism (Conduct a training)	Aug 2024	Aug 2024	Full Committee	Does the committee want to learn and review this process? If so, get new request to Monica to collect different data, if needed. Do the assessment, as is, in Aug., and discuss possible changes for next year.
3. Assist with Planning Council re-allocation strategy/process, Review Expenditures by Service Category	Ongoing	Ongoing	Full Committee	Split, Expenditures by Service Category
4. Plan & Conduct PSRA Process (see separate PSRA work plan)- Score/Prioritize Funded Services – Using our PSRA Tool	January 2024	June 2024	Co-chairs	June PSRA meeting needs to be shifted for the federal holiday.
5. Review and approve Carry Over Request	Nov 2024	Nov 2024	Full Committee	Training prior to carryover.
6. Quarterly Progress Report on Committee Work Products	Ongoing	Feb 2024	Co-chairs	
7. Review S&F Committee Work Plan for next year	Jan 2023	Jan 2023	Full Committee	
8. Review of PC Budget	Apr 2023	May 2023	Recipient	
9. Review & Discuss Bi-Annual Input from CLC	TBD			

J. Patterson - Want to include AEAM training in this plan.

L. J. Sylvia - For AEAM changes/instructs, we need recipient input on what to prepare for the work plan.

M. Baker - **The timing will be key in getting that info to accumulate throughout the year.**

J. Patterson - We are busy Jan-June and may need to look at training on this for later discussion.

J. McMinn - **Though in our activities, it can be boring, as we don't hear reports that the work isn't being done. If no complaints, what should we be looking for when having this presentation?**

J. Patterson - It's about continuity in what people are hearing, **that the recipient is doing the work and, and affirming with the group that everything is going okay.** Maybe we can make it a brief training.

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L.J. Sylvia - In looking into to this, never having heard of **AEAM**, it can be very different. There are also resources from HRSA and other best practices on what this could look like. **Maybe a simple way to do this would be to show articles, then have a brief discussion** and ask if there is anything we can do differently, which could be done in November.

C. Droster - Reallocation should be in November, maybe Zach can give the best method for this.

Z. Levar – November is a heavy month for S&F, as we go over reallocations and plan for carryover requests for next year. These are big topics, and it's hard to fit in another training like AEAM. For now, August is a good month and, if that changes, maybe we can do this a couple months out the fiscal year.

C. Droster - This is boring but it is a HRSA requirement/formality, about crossing t's and dotting i's.

J. McMin - Trusting the recipient, just wanted to look at this for another time.

L.J. Sylvia - We will do AEAM as is, in August, and discuss possible changes for next year, and we will resume the S&F work plan and wrap it up in November.

Discussion about Co-Chairs - Tabled

Standing Business

Training Opportunities for S&F Committee Members – This was noted in the work plan.

Parking Lot – J. Patterson

We will resume the S&F work plan wrap up in November.

Announcements

K. Dennis – The Ministry of Hope Women's Retreat, set for October 27-29 is full, with a long waiting list of people still interested.

Adjournment: Motion: K. Dennis Seconded: C. Droster

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

PC Members: B. Gayheart

Attendees: P.L. Johnson

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