

# **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, January 3, 2024**

**1: 00 pm to 2:30 pm**



**Start:** 1:05 pm

**End:** 2:24 pm

**Facilitator:** J. Patterson

### **Moment of Silence**

### **Welcome and Introductions**

### **Approval of Agenda: January 3, 2024**

#### **Addendum:**

**Motion:** N. O'Neal      **Seconded:** F. Ross

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

### **Approval of the Minutes: November 1, 2023**

#### **Addendum:**

**Motion:** F. Ross      **Seconded:** K. Dennis

**Vote:** In Favor: 8      Opposed: 0      Abstained: 2- B. Aguiriano, J. Citerman-Kraeger

### **Recipient Report – January 2024 - Fiscal Report Review – M. Baker**

This is the Ryan White Part A Expenditure Report through November 23, 2023. The goal is to reach the targeted expectation of 75% in spending by November and we are currently at 63%, close to that mark.

#### **RYAN WHITE PART A PROGRAM - CLEVELAND TGA YTD EXPENSES BY SERVICE CATEGORY - FY2023 - 1/3/2024**

Priority Ranking	Category	Total Awarded	YTD Spending %	YTD Spending Total	Unduplicated
	<b>Core Services Total</b>	<b>\$3 ,545,147.00</b>	<b>60.65%</b>	<b>\$ 2 ,150,282.25</b>	
5	Outpatient/Ambulatory Health Services	\$1,259,597.00	61.75%	\$777,803.82	2137
6	Medical Case Management	\$1,221,913.00	60.81%	\$743,059.26	869
1	Oral Health Care	\$303,252.00	56.74%	\$172,067.66	258
11	Mental Health Services	\$280,000.00	65.71%	\$183,999.52	674
14	Medical Nutrition Therapy	\$79,993.00	56.84%	\$45,469.82	151
8	Early Intervention Services	\$3 34,310.00	49.25%	\$164,646.57	335
12	Home Health Care Services	\$11,896.00	89.19%	\$10,609.70	22
13	Home/Community Based Health Care	\$54,186.00	97.12%	\$ 52,625.90	22
	<b>Support Services Total</b>	<b>\$848,090.00</b>	<b>73.40%</b>	<b>\$622,460.47</b>	
3	Medical Transportation	\$110,170.00	63.19%	\$69,615.13	1114
15	Emergency Financial Assistance	\$5,200.00	29.07%	\$1,511.76	2
7	Non-Medical Case Management Services	\$345,620.00	72.15%	\$249,354.85	1090
9	Psychosocial Support	\$54,000.00	77.66%	\$41,934.03	85
16	Food Bank/Home Delivered Meals	\$88,100.00	76.86%	\$67,716.49	381
4	Other Professional Services	\$245,000.00	78.50%	\$192,328.21	125
	<b>All Totals</b>	<b>\$4 ,393,237.00</b>	<b>63.11%</b>	<b>2 ,772,742.72</b>	<b>2890</b>

**OVERUTILIZED ON TARGET UNDERUTILIZED**

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Additionally, this current report represents most of the invoices that came through in November or by November, as we still have a few outstanding invoices which would account for some more utilization, and also looking at the fact we just finished with our reallocation process in November. In moving forward things will sort out a bit differently, as some of our sub-recipients have received additional funding needed and once things catch up we should be closer to our target numbers.

**\*Question: J. Patterson** – With the split, it is healthy and looks great, as we never want to go under 75% of our expenditures in core. So we're doing really well.

**\*Comment: M. Baker** – Also, we would like suggestions on ways to make the report more user-friendly and presented in a way that is visually understandable, without being overwhelming.

**\*Comment: L.J. Sylvia** – Now that we have a full year, perhaps show half the year on one page then repeat it on another page, so we can see each category from beginning to end.

**\*Comment: M. Deighan** - Not sure what's in each column like if it were on paper and they can't be moved back and forth, so maybe it could be sent as a separate attachment.

**\*Comment: X. Merced** - Maybe consider Excel format, where you can hide and freeze columns and being a little easier to maneuver.

**M. Baker** – This will be presented again at Full Planning Council meeting, which at that time there may also be some differences in the totals to report.

### **New/Old Business**

#### **Review and finalize Work Plans and PCAT – J. Patterson**

PCAT is chart for all committee, however, today we will focus more on Strategy & Finance, going from last year's plan and working through, updating things, brainstorming topics, and maybe next month begin identifying presenters, starting with PLWH first, then branching out to invite others.

**1. J. Patterson-** We have just completed the Monitoring Part A expenditures activity.

<b>Strategy &amp; Finance Committee Work Plan Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>1. Monitoring Part A expenditures and service utilization by service category.</b> a. Review monthly recipient financial report to monitor expenditures and service utilization by service category b. Review PC Budget (September) January December	Jan 2024	Dec 2024

**2. J. Patterson** - We do this throughout year, with full PC assisting and giving input. In the past, we had a separate work plan for PSRA but we are now including this in the entire plan. Last year, we also had sub groups relating to resource allocation, and we will look to do another one this year, as PSRA will be pushed back a week to June 26, 2024.

<b>Strategy &amp; Finance Committee Work Plan Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>2. Plan and Conduct Priority Setting and Resource Allocation Process</b> a. Review and finalize the PSRA Timeline, including the schedule of presentations. b. Determine if there will be a PSRA Work group; If so, finalize the membership, schedule and activities. c. Prepare & Conduct a Training on the PSRA Process & Timelines at the Full Planning Council (January)	Jan 2024	Aug 2024

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d. Conduct or host presentations on the following topics: AIDS Funding Collaborative, HOPWA, Epi Data, Consumer Needs, Client Utilization data (February, March and April) e. Prioritize all Part A Non-funded and funded services (April & May) f. Determine Final Part A Funding Allocations for the Upcoming Grant Yr. (2025-2026) – June 26, 2024 g. Evaluate the PSRA Process and identify any changes or improvements for the following year. <b>PSRA is outlined in more detail on the PCAT.</b>		
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**3. J. Patterson** - Here we assess how things are going at the recipient (Part A) level. Will also prepare a form to request data, and we have training in June on the AEAM process, in August.

**L.J. Sylvia** - In October we had discussion on looking at data for the AEAM. We recommended this for February and if not then, maybe look at August to do a small dive into the AEAM process.

**Z. Levar** - If adjusting anything, like for Feb, we will start collecting for March 1<sup>st</sup>, although the previous mechanism data will go for next year.

**L.J. Sylvia** – As the fiscal year is March 1<sup>st</sup> through February 28<sup>th</sup>, as opposed to calendar year Jan-Dec., we will proceed as normal, evaluate what is currently collected, and look at best practices and revising it for the following year.

<b>Strategy &amp; Finance Committee Work Plan Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>3. Conduct Assessment of the Efficiency of the Administrative Mechanism</b> a. Identify data to be used in the Assessment of the Efficiency of the Administrative Mechanism. <i>(This must be done by February if any changes are to be made.)</i> b. Provide questionnaire to the Recipient requesting data for the Assessment (June 15, 2024) c. Conduct a training to ensure that S&F members understand the Assessment of the Efficiency of the Administrative Mechanism d. Conduct the Assessment of the Efficiency of the Administrative Mechanism.	Feb 2024	Aug 2024

**4. J. Patterson** – For the Carryover Request, this is money unspent to carry over to the next year, and we work with the recipient to make decisions and conduct trainings on how this works. We then make recommendations to the Exec committee the Full Planning Council for final vote and approval.

<b>Strategy &amp; Finance Committee Work Plan Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>4. Review and Approve Carry Over Request</b> a. Work with the Recipient to ensure all materials are ready for the Carry Over Request discussion & decision b. Conduct training on Carry Over Requests c. Review and approve the Carry Over Request d. Present Carry Over recommendations to Executive Committee and Full PC	Sept 2024	Nov 2024

**5. J. Patterson** – The Reallocation and rapid reallocation process is mostly the same as with the carryover process, as reallocation is a way to move money in categories to make sure funds are spent best possible through sub-recipient providers. For both processes, recommendations are made in S&F then go to the exec and full PC for final vote and approval.

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<b>Strategy &amp; Finance Committee Work Plan Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>5. Review and Recommend Reallocation</b> a. Work with the Recipient to ensure all materials are ready for the Reallocation discussion & decision. b. Conduct training on Reallocation c. Review and approve the Reallocation d. Present Reallocation recommendations to Executive Committee and Full PC (November)	Sept 2024	Nov 2024

**6. J. Patterson** - We start now to get things lined up through the fall.

<b>Strategy &amp; Finance Committee Work Plan Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>6. Create and Monitor a Committee Work Plan</b> a. Create an initial draft of the work plan b. Review and finalize the 2024 Committee Work Plan c. Monitor work plan throughout the year d. Discuss goals and brainstorm ideas for the upcoming year (Oct., Nov) e. Create an initial draft of the work plan for the upcoming year.	Jan 2024	Dec 2024

**Motion: To approve the Strategy & Finance (S&F) Committee 2024 Work Plan, as written.**

**Motion:** F. Ross                      Seconded: J. McMinn

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

*Motion passed.*

### **Reconfirm Members of Resource Allocation Work Group – J. Patterson**

The S&F Workgroup discusses decisions on looking at data and input on the “flagging” process, where we ask think through categories that may require further review and bring them back to the full committee. We also look at possible CLC “hot items” as well as prior November reallocations. For now, we will try to restart the resource and allocation workgroup in April and May, and invite all to join in on those discussion.

**L.J. Sylvia** – We will send a poll out with availability dates for the workgroup.

Workgroup interest: J. Patterson, C. Droster, N. O’Neal, F. Ross, T. Mahdi, and J. McMinn.

### **Determine Needs for Priority Setting Data Request – J. Patterson**

The Part A office will look at data they have provided in the past, and work with the PC Facilitator to create a document.

### **Confirm Schedule for Data Presentations – J. Patterson**

We will communicate with our PC Part B representative and maybe look for and provide previous Part B presentations as a guide on what we ask and/or how to proceed in this process.

### **Discuss Training for Full PC about PSRA Process & Timelines – L.J. Sylvia**

This is set to be in January and presented as an overview. We are now working to create a visual to show the whole process and are inviting all to join in this meeting, highlighting the PSRA date this year for June 26th.

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**Standing Business** - None

**Parking Lot** - None

### **Announcements**

**J. Patterson** – The next S&F meeting is Wednesday, February 7, 2024.

**L.J. Sylvia** – The CLC survey is now available. We are asking everyone to please share the link, as our goal is to surpass last year's total. Also, the executive committee is working to send out a survey for PC voting members on input for improving PC.

**Consumer Survey:** <https://www.surveymonkey.com/r/Y7Y587H>

**Feedback form for Voting Members:** <https://www.surveymonkey.com/r/JFNWZDK>

**Adjournment: Motion:** F. Ross

**Seconded:** J. McMinn

### **Attendance**

		Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
	<b>S &amp; F Members</b>										
1	<b>Clinton Droster, Co-chair</b>	20									
2	<b>Julie Patterson, Co-chair</b>	20									
3	<b>Michael Deighan</b>	20									
4	<b>Jeannie Citerman-Kraeger</b>	20									
5	<b>Biffy Aguiriano</b>	20									
6	<b>Anthony Thomas</b>	0									
7	Naimah O'Neal	10									
8	Jason McMinn	10									
9	Faith Ross	10									
10	Anthony Forbes	0									
	<b>Total in Attendance</b>	8									

**PC Members:** K. Dennis, B. Gayheart

**Attendees:** X. Merced, T. Mahdi

**Staff:** T. Patterson, T. Mahdi