

Cuyahoga Regional HIV Prevention and Care Planning Council



Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties
Kimberlin Dennis, Christy Nicholls, Brian Kimball, Chairpersons

Executive Committee Meeting Minutes

Wednesday, August 7, 2024

4: 00 pm to 5:30 pm

Start: 4:10 pm

End: 5:35 pm

Facilitating: C. Nicholls

Moment of Silence

Welcome and Introductions

Approval of Agenda: August 7, 2024

Addendum: To accept the agenda with the proposed changes as follows: Item 1 -Welcoming a New Chair for QI, Item 2 -Review of Bylaws, Item 3 –Finalize Meeting Schedule for Exec Committee, and Item 4 – Discuss PSRA Feedback.

Motion: F. Ross Seconded: J. Patterson

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

Motion passes.

Approval of Minutes: May 15, 2024

Motion: F. Ross Seconded: J. Patterson

VOTE: In Favor: 8 Opposed: 0 Abstained: 3- N. O’Neal, C. Droster, D. Houston

Motion passes.

Approval of Minutes: Special Session May 30, 2024

Addendum:

Motion: F. Ross Seconded: J. Patterson

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

Motion passes.

Committees:

What are you celebrating or what support do you need from your committee?

Christy – Celebrating welcoming Lorsonja in stepping into the new role as QI Co-chair.

Lj - Great job to S&F in getting through PSRA.

Faith – Congrats to CLC on our first, one-and-a half hour meeting. It was phenomenal, we a great presentation by Dr. Yendewa, and we are hoping to do another one.

Executive Committee Business

Welcome New Chair for Quality Improvement – C. Nicholls

We all welcome and thank Lorsonja on becoming our new QI Co-chair, and for stepping up to take this responsibility. We are all here to help in whatever way we can during this transition.

Lorsonja – *“It was never though on replacing the former DSAS rep, that I would be assigned to a wonderful group of people, with a great purpose, now moving upwards, and I look forward to building relationships and working on new projects.”*

Review Suggested Changes to QI Bylaws – J. McMinn

In reviewing QI’s bylaws, we want to think on questions of what should remain the same, or be changed, such as responsibilities listed in the bylaws that are no longer ours.

Current Bylaws A-J and Suggested Changes

<p>A. Provide leadership and support for development of Needs Assessment. Rev. - The Needs Assessment had left, now it is back on us, and it should both remain and be addressed.</p>
<p>B. Serve as Planning Council’s liaison in the creation of and any revisions or amendments to the Integrated Comprehensive HIV Prevention and Care Plan. Rev. - This can remain, as we have always maintained the Integrated Plan, not officially meeting for years, but in updates and presentations from Kate, which will be up and running again. Also, we must clarify language about the fact that while we can collaborate with state, the leadership for the assessment must come from PC, and we must be able to pull data specific relevant to the TGA.</p>
<p>C. Provide input into the development and updating of Standards of Care in coordination with the Grantee’s office. Rev. - Standards of Care can be taken off, as QI did this in just changing categories.</p>
<p>D. Provide input and monitor the quality management. Rev. – This is now initiated by Part A and shared with us, and it can stay.</p>
<p>E. Represent the Planning Council on the Part A Clinical Quality Committee. Rev. –There are not a lot of changes needed for our committee’s role in the bylaws. Part A still has a plan, and the grantee QI program manager provides updates and will start up the plan again. The Quality Management Plan is basically more the response to HRSA, along with a separate CQM Committee, in which D and E merge together.</p>
<p>F. Lead discussions and/or initiatives to examine the effectiveness of the continuum of care. Rev. - This should remain and stay separate, as QI will lead discussion and/or initiatives to examine the effectiveness of the continuum of care.</p>
<p>G. Recommend performance measures and identify indicators to assess and improve performance. Rev. – Recommend performance measures remain. We used to review this every once a year and let it go, but it can come back if Part A thinks otherwise.</p>
<p>H. Conduct research on service categories and other special topics and create Service Directives, where appropriate. Rev. – This is part of the current QI 2025 activities plan.</p>
<p>I. Recommend and support provider-related capacity building efforts. Rev. – Remove.</p>
<p>J. Ensure the development of an ongoing effort to identify and evaluate unmet services needs which are eligible for funding through the Part A Program. Rev. – Remove.</p>

Lj – Anything standing out as not being clear?

Anastassia – Will ask if we can provide input looking at actual documentation.

Julie – Maybe there can be more clarity on the Needs Assessment.

Lj – We did clarify with HRSA in that we can collaborate with the state on the needs assessment. However, PC has to have a leadership role in determining the needs assessment, they must decide what should be put in there, as well as the best data to align with our TGA. It is number four on the deep dive in our QI plan, on how we currently handle this.

Jason – This was a merger, broken down into specific actions in the plan.

Billy – We must make sure each committee follows not just the Bylaws, but also the PC Primer and Part A Manual, which is from HRSA.

Christy – Recommend an electronic version of Primer, Part A Manual, and Bylaws sent to all.

Lj - Will send them in an e-blast after this meeting.

Naimah – Do we need to schedule meetings for chairs on the bylaws, or just work on comparing our work plan to our bylaws?

Jason – May do a little more work with this, and check with the Primer to see if we're in compliance with everything.

Lj – Once we have a draft of changes, we will vote as a committee. As a note this also has to go to Part A legal department, as well as HRSA, before it's finalized.

Billy – Everyone should understand the importance in this, and do the best they can to become very familiar with these documents.

Finalize Meeting Schedule for Executive Committee – L.J. Sylvia

Thanks to all for 100% participation in filling out the survey poll for the Executive Meeting schedule. Additionally, 80% went for the first Wednesday of the month, from 4-5:30 pm, continuing with the same time slot a Prevention, with the exception of March and September.

Motion: To approve the Exec Meeting Schedule for the same time slot (4-5:30 pm) as Prevention Committee, on the off-scheduled Prevention meeting months of: January, February, April, May, August, October, and November.

Motion: J. Patterson Seconded: F. Ross

VOTE: In Favor: 10 Opposed:0 Abstained: 1- J. McMinn

Motion passes.

C. Nicholls - What are options for the two unavailable Prevention dates, March and September?

L.j - Three indicated 5-7:30 pm would not work, but not that it could be done twice in the year.

L. Moore – It can be done for those two months, September and March.

Lj – The consensus is for meeting September and March from 5:30-7:00, is there a vote?

Motion: To approve the Exec Committee meetings for March and September will be held on the first Wednesday of each month, from 5:30-7:00 pm.

Motion: J. Patterson Seconded: K. Dennis

VOTE: In Favor: 10 Opposed:0 Abstained:1- J. McMinn

Motion passes.

Discuss PSRA Feedback – L.j. Sylvia, J. Patterson

Overview and PSRA Suggested Changes from S&F discussion.

In Nov. Committee Members shared what they wanted for the Executive Committee

Meetings. The list included:

- Make sure this meeting is not redundant w/Full PC
- Provide support for co-chairs, perhaps training, and also support on challenges or issues.
- Create space for more collaboration between committees (remove silos).
- Focus more on leadership and managing overall operations.

Approval of Planning Council Agenda – August 21, 2024

Motion: N. O’Neal Seconded: F. Ross

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

Motion passes.

Other Business - None

Announcements

N. O’Neal - The Centers is sponsoring a free lunch and discussion, featuring presentations from Tony Elmore and Bryan Jones, on HIV Criminalization, Monday, August 12, 2024, from 11am-1:00 pm. The event is free, but registration is required. All are welcome.

Adjournment

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

Attendance

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

Staff: A. Idov, L.J. Sylvia, T. Mallory