



# Cuyahoga Regional HIV Prevention and Care Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties  
Kimberlin Dennis, Brian Kimball, Christy Nicholls, Co-Chairs

## Full Planning Council Minutes

Wednesday, August 21, 2024

5:30 pm to 7:00 pm

Start: 5:33 pm

End: 6:47 pm

Facilitating Chair: C. Nicholls

### Moment of Reflection

#### Welcome and Introductions

#### Approval of Agenda: August 21, 2024

Motion: N. O’Neal      Seconded: J. Stevenson

In Favor: All      Opposed: 0      Abstained: 0

#### Approval of the Minutes: May 15, 2024

Motion: J. Toombs      Seconded: L. Moore

In Favor: 10      Opposed: 0      Abstained: 7 - Citerman-Kraeger, C. Droster, D. Houston, L. Lovett  
N. O’Neal, J. Stevenson, J. Toombs,

#### Approval of Minutes for PSRA June 26, 2024

##### Addendum:

Motion: N. O’Neal      Seconded: J. Citerman-Kraeger

In Favor: 16      Opposed: 0      Abstained: 1- A. Thomas

### Fiscal Report Review – M. Baker- Part A Program – Cleveland TGA YTD Expenses by Service Category

Priority Ranking	Category	Total Awarded	YTD Spending %	YTD Spending Total	Unduplicated
<b>CORE SERVICES TOTAL</b>		<b>\$3,315,898.00</b>		<b>\$520,596.33</b>	
5	Outpatient/Ambulatory Health Services	1,166,577.00	15.71%	183,246.20	1276
6	Medical Case Management	1,143,044.00	15.97%	182,497.36	692
1	Oral Health Care	232,811.00	12.53%	29,160.42	153
11	Mental Health Services	307,953.00	20.42%	62,875.63	159
14	Medical Nutrition Therapy	66,817.00	2.54%	1,698.12	58
8	Early Intervention Services	343,225.00	10.23%	35,096.80	168
12	Home Health Care Services	11,766.00	42.09%	4,952.51	22
13	Home/Community Based Health Care	43,705.00	48.21%	21,069.29	21
<b>SUPPORT SERVICES TOTAL</b>		<b>\$ 816,099.00</b>		<b>\$276,768.51</b>	
3	Medical Transportation	90,771.00	20.03%	18,184.00	717
15	Emergency Financial Assistance	12,187.00	0.00%	-	1
7	Non-Medical Case Management Services	373,170.00	32.02%	119,485.26	755
9	Psychosocial Support	61,774.00	41.58%	25,684.33	63
16	Food Bank/Home Delivered Meals	82,787.00	32.59%	26,982.62	256
4	Other Professional Services	195,410.00	44.23%	86,432.30	126
<b>ALL TOTALS</b>		<b>\$4,131,997.00</b>	<b>19.30%</b>	<b>\$797,364.84</b>	<b>2386</b>

**OVERUTILIZED ON TARGET UNDERUTILIZED**

### Ryan White Part A Fiscal Report Review– M. Baker

We expended 15.7% in core and 33.91% in support, and our overall expenditure at this time is 19.30% for the first four months. So we are trending roughly around 20% this time when we receive our full award, and about the same in regards to our spending at this point, as those invoices should be catching up as soon.



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## Ryan White Part A Recipient Report - August 2024 - M. Baker

Administrative Updates	Planning Updates	Medical Case Manager Network Updates	Training Updates	Clinical Quality Management Updates	Collaborative Updates/Info Share	FY2023 Part A Funding Update
Provider updates, HRSA reporting, Full/Partial Awards, RSR, etc.	HRSA updates, State Integrated Plan, RFPs, Monitoring, Needs Assessments, etc.	Topics discussed, MCM related initiatives, etc.	Trainings held/attended, upcoming provider trainings, upcoming PC trainings, etc.	QI projects, QI meetings, CQM Plan updates, etc.	EHE, Prevention, newsletters, etc.	Current Expenditure split, total expenses, etc.
Full award received in May, Submitted HRSA reports (Program Terms and Submissions Reports), Preparing to submit Ryan White Part A grant; due in Oct. (competitive)	Sub-recipient monitoring season began in June; 8 sites completed	MCM network meeting took place on July 16 <sup>th</sup> , Discussion: Resources for people ageing with HIV. Guest speaker from Benjamin Rose	Recipient to attend National Ryan White Conference 8/20-8/23, Recipient to attend USCHA in Sept Assessment of Administrative Mechanism review in September	CQM Program Manager hosted linkage to care task force meeting, CQMC meeting (TGA) is scheduled for 9/4; retention in care is the focus	HIV/AIDS/STI newsletter was distributed in June Recipient hosted CWRU medical students; panel discussion reg. chronic illness	Core: 15.70% Support: 33.91% Expenses: 19.30% for 4 months Target: 33.33 %  Full Award provided \$4,917,218 <span style="color: red;">\$145,087</span> <span style="color: red;">carryover added</span> <span style="color: red;">\$5,062,305 new total</span>

### Updates Summary:

1. We received our full award in May, later than hoped, but in line with the usual time over these last few years, as well as submitted several of our annual reports to HRSA.
2. Our sub-recipient monitoring began in June. We completed eight sites so far, and will wrap up with the last four sites by end of October.
3. We had a Medical Case Manager (MCM) Network meeting July 16<sup>th</sup>, in which Benjamin Rose Institute discussed resources on aging.
4. The Part A office is at the annual HRSA Ryan White conference this week, and will also be attending the USCHA Conference on HIV and AIDS in September. We will bring back information to share.
5. The Assessment of the Administrative Mechanism (AEAM) will be reviewed in September at Strategy & Finance.
6. Our CQM (Clinical Quality Management) program is moving along with our new program manager. We hosted a Linkage to Care (LTC) Task Force meeting in July, and there will be a meeting for CQM committees throughout the TGA, taking place on September 4<sup>th</sup>. The focus at that meeting will be retention in care.
7. The June HIV Newsletter was shared and up distributed in June.
8. On Monday, August 5<sup>th</sup>, the Recipient Office hosted medical students from Case Western Reserve University (CWRU) for a panel discussion on chronic illnesses, specifically related to persons living with HIV. Several Planning Council members were in attendance and participated, as this was an opportunity to be at the forefront of medical students learning more about appropriate approaches to treatment and working with persons who have a diagnosis of HIV or AIDS.

### Looking Ahead: What national and local concerns are on the horizon?

- Aging with HIV/AIDS is at the forefront of the thoughts and planning process for the future
- Being inclusive of Black Women in HIV prevention, treatment, and data gathering/sharing is a priority
- Housing concerns for PLWHA is a priority on the national front
- Helping PLWHA prepare for optimal level of workforce engagement

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**\*Question: L.J. Sylvia** - Any info on why some categories are above the 33% target?

**\*Response: M. Baker** - There was no comparison done on home-based care from last year, as this is typical and slightly above the target mark for home-based and home health care.

**\*Comment: B. Willis** - Do we know why medical nutrition therapy is really low?

**\*Response: M. Baker** - This is more in relation to invoicing, as with hospitals systems there is a larger turn around with the invoicing process. However, this is being said without reaching out to medical providers.

**\*Comment: N. O'Neal** - Also, RW being payers of last resort, they often see who'll pay first with this.

**\*Comment: M. Baker** - Agreed, in that if there are other options outside RW that is the preferred method.

**\*Comment: B. Willis** - The Assessment of the Administrative Mechanism is super-vague.

**\*Response: M. Baker** - Agree, as it is basically about how we account for RW funds, and whether we did what HRSA requires us to do, particularly in relation to disbursing RW funds. Additionally, every year the Part A office has to assess how quickly or how timely RW funds are processed through our fiscal department at CCBH. It's really more of an account of the administrative functioning.

### **Medicaid Update – C. Nicholls**

While our former Medicaid representative has been promoted to a new job in the Office of Re-entry and will no longer be providing the Medicaid report, we will continue to keep everyone updated as best possible during this transition. As for Medicaid applications, we are down to 12,000, and continuing to work on them in a timely manner. With SNAP (Supplemental Nutrition Assistance Program), Northeast Ohio was hit hard due to the storm and close to 300,000 people lost power, which was a threshold for food assistance. So, if someone you know receives SNAP, please inform them that most of counties have received an extension on this, in the form of a SNAP replacement for a month, and that they can fill out an application to get their food replaced by going to the website at: <https://hhs.cuyahogacounty.gov/divisions/detail/job-and-family-services>.

**\*Comment: C. Droster** - With problems in filling out the application, you can also complete it at the Payne office.

**\*Response: C. Nicholls** - The location is 1641 Payne Avenue, however, you can only drop off, not talk to anyone. LJ - Will put the info in the chat.

### **Ryan White Part B Update – K. Ruiz**

First, we are currently reporting more HIV and syphilis cases, so please continue to educate and work with your clients and friends about prevention resources available to them. Second, the STI Prevention side has informed us about a new program that was created by a British agency called Prevent X. Additionally, they have made their home in Ohio and are offering free test kits, through their website, for syphilis, HIV, gonorrhea, chlamydia, and HIV testing, for anyone over 16 in Ohio. Third, Part B technically opened the Emergency Financial Assistance (EFA) category in April, and although it has not actually been utilized on the runway due to technical difficulties, we are very excited and hopeful that it will benefit those most in need.

**\*Question: J. Patterson** - In recalling discussions about moving toward organizations being able to get test kits and not just individuals. is this on the horizon?

**\*Response: K. Ruiz** - Not yet, as we're actually looking at agencies and also jails, and we not mind reaching out to say we would love to be the first to pilot this.

**\*Question: J. Patterson** - In hearing there were guidelines issued from CDC and maybe HRSA on Ryan White funds being used to purchase and give patients doxycycline (Doxy), what is known about that? Also, is it possible our Medical Advisory Council's would approve it in our formulary to have doxycycline through Ryan White providers?

**\*Response: K. Ruiz** - Will connect with Part B staff who can better inform on this and provide a follow-up.

### **HOPWHA (Housing Opportunities for Persons with HIV/AIDS) – T. Greene**

We are in process of working with contract extensions for our community development departments. This current funding is to extend the contracts from July 1st until December 31, and afterwards, we will restart our contracts

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again, beginning January 1, 2025. Secondly, we want to introduce our new City of Cleveland HIV Grant Administrator, Jackie Asare. We are super happy to have her with us, as she's been getting acclimated with the position and going through a lot of trainings, and we welcome her to Planning Council, as well.

### **Planning Council Business**

**Robert's Rules – Submit your questions here:** <https://www.menti.com/alqpx1x1arft>

**C. Nicholls** – We want to put together a training on this so as to understand the rules, and make sure our meetings flow correctly now and into the future.

**L.J. Sylvia** - A mentee survey will now be put in the chat, which will show the comments onscreen, as we're asking for input on how we can best create a training on Robert's Rules, to provide guidance and information on meeting protocols and procedures. Additionally, the mentee survey will be available online for about a week or more.

### **Preparing to Review Bylaws – C. Nicholls**

We will be going committee by committee, starting with QI, in reviewing and updating our current bylaws. We encourage all to begin reading through them, review for things that should perhaps be changed, removed, or added, and then send all ideas and suggestions to either the chairs, Lj, or the Part A office.

**\*Comment: L.J. Sylvia** - If the bylaws are not clear to you, it's a sign they should be updated, and your committee may be the best place to begin.

**\*Question: J. Patterson** – How should we handle the feedback?

**\*Response: L.J. Sylvia** - If on a committee, bring it to your committee first. If it's more general, bring it to Billy, Lj, or even to an MRM meeting.

**\*Response: B. Gayheart** – Preferably, look to first bring ideas to your committee, then to MRM, and we will take them to the Executive Committee.

### **New Chair for Quality Improvement – C. Nicholls**

**C. Nicholls** – We want to congratulate and welcome PC QI member, Lorsonja Moore, as our new Quality Improvement Committee (QI), Co-chair! We appreciate her commitment and know that she will do a great job.

**L. Moore**- *“Very excited and grateful for the opportunity. It will be a tough act to follow, but looking forward to this, as everyone has been so nice and helpful.”*

### **Committee Reports – Two minutes each please.**

#### **Consumer Liaison Committee (CLC) – N. O'Neal**

We met last week and had a presentation by Dr. Yendewa (CWRU Clinical Trials Unit), on cardiac treatment and care for persons living with HIV. We also finished our summer survey, and are looking to see how many other workshops, conferences, etc. we can attend to share info on Ryan White in our TGA. Also, we had our new, hour and a half meeting, which we all enjoyed. Last, we have our first upcoming, Listening Session on September 25<sup>th</sup>, in-person, at Neighborhood Connections.

#### **Strategy & Finance (S&F) – J. Patterson**

We met on Aug 7<sup>th</sup>, received good updates on the expenditure and recipient report, and we discussed some of the comments and feedback from PSRA, and on things to help improve the process in the future.

**L.J. Sylvia** - Also, the AEAM (Assessment of the Efficiency of the Administrative Mechanism) and PC Budget update will be in presented in September.

**C. Droster** - The AEAM is basically where HRSA (Health Resources Services Administration) instructs Strategy & Finance committee to make sure the Grantee, or Recipient, (Part A) office, is doing their job with HRSA funding, such as getting invoices out to sub-recipients, making timely payments, and ensuring budgets are in order.

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**Membership, Retention & Marketing (MRM) – B. Gayheart**

We met today, did our vote for the new applicants, and those recommendations will next will go to the Executive Committee, before going to Full PC vote. We also talked about our most needed areas of recruitment, PLWH and youth. Last, we again are asking members to please send in all annual forms soon as possible.

**Quality Improvement (QI) – C. Nicholls**

We are currently in a transition, as our long-serving Co-Chair, Jason McMinn is retiring at the end of month. In line with that, we also welcomed our new QI Co-Chair, Lorsonja Moore to the team. Today, we also talked about ideas and topics for our next deep dive, as past dives have included issues on aging, housing, dental, and mental health. Also, we discussed revisions for the QI bylaws revisions, and will vote on them at next meeting. The next QI meeting will be September 18, 2024 at 2:30pm.

**HIV Prevention (Prevention) – L.J. Sylvia**

The next Prevention meeting is Wednesday, September 4, 2024 at 4:00 pm.

**Public Comments**

**\*Comment: N. O’Neal** - Next year, there should be a way for chairs that are interested, to attend the annual Ryan White conference, as although you can attend virtually, in-person allows for a different vibe.

**\*Question: C. Droster** – Is there any word on the Covid uptick?

**\*Response: B. Kimball** - There is an uptick, and we encourage the same measures as before, washing hands, staying away from big crowds, as a new vaccine may be coming next year, but is not yet available.

**Announcements**

**N. O’Neal** – On September 13<sup>th</sup>, 12 noon, at the Centers, will have food and a presentation on aging with HIV. If unable to register, just come and be part of the conversation.

**J. Stevenson** - Nueva Luz is sponsoring their annual, ‘End of Summer Closet’, on Friday, August 30<sup>th</sup>, from 11am to 4 pm, first come first serve.

**Adjournment**

**Motion:** N. O’Neal                      **Seconded:** J. Stevenson

**Attendance**

	Planning Council Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Kimberlin Dennis – Co-Chair	20	20	20	20	20	20	0			
2	Brian Kimball – Co-Chair	20	20	20	20	20	20	20			
3	Christy Nicholls- Co-Chair	20	20	20	20	20	20	20			
4	Biffy Aguiriano	0	20	20	20	0	20	0			
5	Cielle Brady						0	0			
6	Jeannie Citerman-Kraeger	20	0	0	0	0	20	20			
7	Michael Deighan	20	20	20	20	20	20	20			
8	Clinton Droster	20	20	20	20	0	20	20			
9	Billy Gayheart	20	20	20	20	20	20	20			



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10	Tiffany Greene	20	0	20	0	20	20	20			
11	Barbara Gripshover, MD	20	20	20	20	20	20	0			
12	Deairius Houston	20	20	20	20	0	20	20			
13	Bryan Jones	20	20	20	20	20	0	0			
14	LeAnder Lovett	0	0	0	0	0	20	20			
15	Talib Mahdi						20	20			
16	Xiomara Merced						20	0			
17	Jason McMinn	20	20	20	20	20	20	0			
18	Lorsonja Moore	20	20	20	20	20	20	20			
19	Naimah O'Neal	0	20	0	20	0	20	20			
20	Julie Patterson	20	20	20	20	20	20	20			
21	Sahara Rivera						20	20			
22	Faith Ross	20	20	20	0	20	20	0			
23	Karla Ruiz	20	20	0	0	20	20	20			
24	James Stevenson	20	20	20	20	0	20	20			
25	Anthony Thomas	20	20	20	20	20	0	20			
26	Joye Toombs	0	20	0	20	0	20	20			
27	Stephanice Washington	20	0	0	0	0	20	0			
28	Leshia Yarbrough-Franklin	20	20	20	20	20	20	20			
	<b>Total in Attendance</b>	<b>21</b>	<b>20</b>	<b>18</b>	<b>19</b>	<b>15</b>	<b>26</b>	<b>19</b>			

Attendees: C. Krueger, J. Asare, J. Garcia, V. Gibson, B. Willis, A. Rollins

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