



# 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 7, 2024

2: 00 pm to 3:30 pm

Start: 2:02 pm

End: 3:16 pm

Facilitator: J. Patterson

### Moment of Silence

### Welcome and Introductions

Welcome and congratulations were extended to Jacki Asare, the new HIV Grant Administrator for the City of Cleveland, and PC member, Anthony Thomas, in his new role with Cuyahoga County Jobs & Family Services (JFS) Office of Re-Entry, helping inmates transition into society.

### Approval of Agenda: August 7, 2024

#### Addendum: To move, Item B, the Assessment of the Efficiency of the Administrative Mechanism (AEAM) presentation to September.

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

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

Motion passed.

### Approval of the Minutes: June 5, 2024

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

Vote: In Favor: 14      Opposed: 0      Abstained: 2- F. Ross, A. Thomas

Motion passed.

### 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>\$515,557.82</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	34.37%	4,043.93	22
13	Home/Community Based Health Care	43,705.00	38.76%	16,939.36	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>19.18%</b>	<b>\$792,326.33</b>	<b>2386</b>

OVERUTILIZED ON TARGET UNDERUTILIZED

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## Recipient Report August 2024 – A. Idov

The report is on core and support services, as for most part, expenditures were under-utilized in these categories. The only categories that were above target, or over-utilized were: Home/Community-Based Health Care for Core services, and Psychosocial Support and Other Professional Services for Support services, which overall represents a 65/34 percent split, to date.

**\*Comment: L.J. Sylvia** – As a note, core services must be maintained at 75% or over, and support services should never be higher than core.

**\*Question: N. O’Neal** - Home Community-Based, seems higher, as they’re usually on point or under. Are more people using this service, because of age, or was this just for in that month?

**\*Response: A. Idov** - It fluctuates on how units of service are utilized. However, we can look at previous reporting history and get back with that information.

**\*Comment: J. McMinn** – As it’s usually around 30%, it may be higher for the current time. Also, there may be those that are either documented and/or don’t qualify for Medicaid/Medicare, in which Ryan White helps them with this.

**\*Comment: J. Patterson** – Usually in looking at budgets, green indicates good and red as bad, but for these charts, green is funds that are expended, or used, whereas red indicates funds that are under-expended, or under used. For us, it’s the reverse, as our goal is to expend all the money we are budgeted, while still keeping in mind the split that must be maintained. So, green is actually something we want to keep on the lookout.

**\*Comment: A. Idov** - This info is only as good as what’s given from our Part A office, and is always at least a month behind reporting.

**\*Comment: K. Ruiz** – Curious on whether medical nutrition activities could be billed under psychosocial or foodbank-home delivered meals, because they intertwine somewhat.

**\*Response: A. Idov** - We report clearly what is being billed from each sub-recipient’s budget. It also depends on the recipient, as we only have one that does medical nutrition.

**\*Question: L.J. Sylvia** - If 33% is the target, is this the total award for the year?

**\*Response: A. Idov** - That’s the target amount only.

## New/Old Business

### Review PSRA Feedback and Document Adjustments for Next Year – J. Sylvia, J. Patterson

Listed are the Survey Monkey results from the PSRA evaluation activity we did in June.

#### Survey Feedback Summary:

- About 76% of the people who filled out the survey were members of the Planning Council.
- Five people who were not members of PC took time to not only come to PSRA, but also filled out the feedback survey, as that number meant people were engaged.
- About 57% felt they understood PSRA and about 29% felt they mostly understood PSRA.
- Several people expressed concern about the voting process being confusing, and suggested that in the future we should make sure that data is clearly tied to the information being presented by the Strategy & Finance (S&F) committee for recommendation.
- On the question of virtual PSRA meetings, almost 67% said it had improved the process and 33% said it had not improved their process.
- Other suggestions were for starting the meeting with a proposed plan, having a defined time for presenting recommendations and for voting, and providing more information about where money is spent in each category.

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Overall, we need to remember to do a lot of what we did this year, next year. The work done this year involved some die hard strategies, and we worked really hard as a committee to make sure everyone could understand the PSRA process. So, kudos to this committee for all the good work!

### Suggestions for Making PSRA Better

**M. Deighan** – The S&F Committee’s job is to have a presentation for PSRA on what we should do, be concise and accurate as possible, and then allow discussions from others. However, without an exact agenda, it can’t work. Also, the connection between “flagged” items and recommendations should be clear, logical, and smooth.

**J. McMinn** – It seemed the “flagging” discussion upset the peaceful order, in that the “flagged” categories didn’t come with recommendations, or make clear what should be done with them.

**J. Patterson** - Share the long-view/history of most recent years, what was done and how it played out.

**X. Merced** – Find a way to capture the history many have on the PSRA process.

**N. O’Neal** – Bring this committee into other areas, e.g., workgroups. In PSRA, the work has been done.

### PSRA Suggested Changes

#### **Improve Facilitation**

1. S&F Committee should make specific recommendations that are clearly explained.
2. Always show data that is included in the discussion.
3. Work with Executive Committee BEFORE PSRA to practice sharing the proposal, data, and ensure that everyone is prepared.
4. Since the CLC presentation is given at Full PC, it does not need to be repeated at PSRA, instead make it clear how CLC feedback is included in the PSRA process.
5. Consider creating a specific time for presenting proposals before voting, and have a plan for how to handle votes when more discussion is warranted.
6. Make sure the connection between “flagged” items and the recommendations is clear and smooth.
7. Share the long-view and history of most recent years. “What did we do last year, and how has that played out”.

**L.J. Sylvia**- Making sure the recommendations are clear is key, understanding everyone won’t always agree. Our most comfortable place is consensus, which we always want to do. Also, we are reminded that this process has happened for years, and over time has gotten better and better. So, we should continue with due diligence in this process, as some things done in the past may no longer need to be done. Also, we should look at doing a separate needs assessment, from what HRSA requires, as once that happens, we can have more data and make bigger impacts.

**J. Patterson** – Thanks to all for the wonderful job in attendance, supporting the process, all the good questions and for participation in the training beforehand.

### Assessment of the Efficiency of the Administrative Mechanism (AEAM) Presentation – L.J. Sylvia

This will be done in September, same as last year, in which we present a slide show, Part A office gives an overview of the AEAM process, then we talk as a committee and answer questions. If any changes come about, we forward them to the Part A office for review.

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**\*Question: J. Patterson** - Does the AEAM presentation include the PC budget?

**\*Response: L.J. Sylvia** - There is another time in the year, maybe October, where Recipient shows the PC budget. They present the budget and then room is left for discussion.

**Standing Business** - None

**Parking Lot** - None

**Announcements**

**N. O’Neal** - The Centers is hosting a discussion on HIV Criminalization, presented by Gilead and Tony Elmore, on Monday, August 12, 2024, 11:00 am.

**J. Patterson** –For those affiliated with a non-profit organization, AIDS Funding Collaborative (AFC) is offering funds to support the training process for staff members to become certified as an HIV PrEP Navigator or HIV Provider.

The next Strategy & Finance Committee meeting is: Wednesday, September 4, 2024, from 2-3:30 pm.

**\*\*New Time\*\***

**Adjournment:**

**Motion:** N. O’Neal

**Seconded:** J. McMinn

**Attendance**

	S & F Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Clinton Droster, Co-chair	20	0	20	20	20	20	20			
2	Julie Patterson, Co-chair	20	20	20	20	20	20	20			
3	Jeannie Citerman-Kraeger	20	20	0	0	0	20	0			
4	Biffy Aguiriano	20	20	20	20	0	20	20			
5	Anthony Thomas	0	20	20	0	20	0	20			
6	Leshia Yarbrough-Franklin							0			
7	Tiffany Greene							20			
8	Jason McMinn	10	10	10	10	10	10	10			
9	Kimberlin Dennis	10	0	0	10	10	10	10			
	<b>Total in Attendance</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>			

**PC Members:** C. Nicholls, M. Deighan, B. Gayheart, D. Houston, T. Mahdi, X. Merced, N. O’Neal, F. Ross, K. Ruiz

**Attendees:** J. Asare

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