



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 2, 2024

2: 00 pm to 3:30 pm

Start: 2:03 pm

End: 3:30pm

Facilitator: J. Patterson

Moment of Silence

Welcome and Introductions

Approval of Agenda: October 2, 2024

Addendum: Motion to add a Review of the PCAT to the 2025 Work Plan Revision discussion.

Motion: L. Yarbrough-Franklin Seconded: Antonio (guest)

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

Approval of the Minutes: September 4, 2024

Motion: N. O’Neal Seconded: C. Droster

Vote: In Favor: 7 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 9/25/2024
	Core Services Total	\$3,386,270.00		\$1,274,866.58	
5	Outpatient/Ambulatory Health Services	1,166,577.00	38.40%	447,951.66	1743
6	Medical Case Management	1,143,044.00	42.08%	480,972.50	772
1	Oral Health Care	232,811.00	37.62%	87,575.32	225
11	Mental Health Services	348,376.00	30.54%	106,396.13	352
14	Medical Nutrition Therapy	66,817.00	32.45%	21,682.79	85
8	Early Intervention Services	373,174.00	27.94%	104,266.38	248
12	Home Health Care Services	11,766.00	42.09%	4,952.51	24
13	Home/Community Based Health Care	43,705.00	48.21%	21,069.29	23
	Support Services Total	\$816,099.00		\$424,118.67	
3	Medical Transportation	90,771.00	55.54%	50,417.01	902
15	Emergency Financial Assistance	12,187.00	6.07%	739.95	3
7	Non-Medical Case Management Services	373,170.00	46.53%	173,630.42	906
9	Psychosocial Support	61,774.00	59.94%	37,028.34	73
16	Food Bank/Home Delivered Meals	82,787.00	49.99%	41,382.60	301
4	Other Professional Services	195,410.00	61.88%	120,920.35	139
	All Totals	\$4,202,369.00	40.43%	\$1,698,985.25	2747

OVERUTILIZED ON TARGET UNDERUTILIZED

Fiscal Report Review October 2024 – M. Baker

These are the expenditures through July of this year, in which we are currently at 40.43% percent, thus far. While the spending trends, shown in green, are still lower than anticipated from previous years, things will balance out as we move forward, and we anticipate those to be increased when they are reported at Full PC.

***Question:** L.J. Sylvia - Is the target for the month fifty (50%) percent?

***Response:** M. Baker – Yes, as we’re just over forty percent now.



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***Comment: C. Droster** - S&F works with the Recipient on the five (5) million dollar grant in making sure seventy-five (75%) goes to core services (Outpatient/Ambulatory Health Services, Medical Case Management, Oral Health), and that twenty-five (25%) goes to support services (Medical Transportation, Emergency Financial Assistance, Non-Medical Case Management).

***Comment/Question: J. Patterson** - Each one of the rows represents a service category that we fund in in our region for the grant, as other services may be provided in other areas. To learn more, you can go under the RW website and see what each service does, as well as the providers. Also, with receipts being through July, why was August chosen as the goal for the 50% number?

***Response: M. Baker** – Our sub-recipients have until the 30th to submit everything through August. However, that time lapse does not allow us to capture things that are still rolling through, which will be more captured by Full PC.

New/Old Business

Review of Planning Council Budget - M. Baker

Cuyahoga Regional HIV Prevention and Care Planning Council Budget and Funding Requests - 10/2/2024

This is to give a brief overview of the Ryan White Part A Funding Components, broken down into the three categories: Administrative, Quality, and Direct Services.

Ryan White Part A Funding Components

Basically, there are three (3) components of grant funding:

- Administrative 10%
- Quality 5%
- Direct Service 85%

FY2024 Planning Council Budget

PC Administrative Staff	\$133,842	Upward Spiral and PC Administrative support split a combined budget amount to carry out the administrative functions of the Cuyahoga Regional HIV Prevention and Care Planning Council
PC Member Internet Access	\$7,200	Support to unaligned PLWH who are Planning Council members and need technological support to aid in their ability to participate in virtual PC meetings.
Misc. (mileage, gas cards, food, postage, PC swag, events)	\$691	Utilized for in-person meetings, community events (PRIDE), monthly mailings, community event educational materials, etc.
Total	\$141,733	

***Question: Vee (guest)** – Does quality include costs for capturing metrics data to show outreach efforts?

***Response: M. Baker** - We do have some data costs incorporated in this.

***Question: N. O’Neal** - With the admin budget, do we have a breakdown of what was spent, specifically, or is it counted in the five percent? If we haven’t spent the whole budget, maybe we can push some of this around.

***Response: M. Baker** – The budget for admin staff is spoken for, and no vacancies in these positions. The same is for internet support, as it’s a monthly bill.

***Comment: N. O’Neal** – Requesting more of a breakdown of what was actually spent, specifically for the \$7,200 and \$691 amounts.

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***Comment: J. Patterson** - We can ask that for the next meeting.

***Question: L. Yarbrough-Franklin** – With data plans, would that be individual data, plans to cell phones, Verizon, or whatever data the Board of health uses, and they take a percentage and calculate the number?

***Response: L.J. Sylvia** – Right, this was specifically added when COVID hit and Planning Council members who are people living with received Chromebooks.

***Question: L.J. Sylvia** - Is this the current fiscal 2024 budget, and is the request to see past or current info?

***Response: M. Baker** - The fiscal year.

***Response: N. O’Neal** - The request is to see both reports, as there are expenses we need to know if we can afford that if we don’t know what they are, we can’t allow for them.

***Comment: J. Patterson** - If things are more visible, we can make better decisions on what can be changed if needed, reinforcing that money can be used for other events.

***Comment: M. Baker**- The key is ample planning, making sure we have prior info so it can be included in the budget for the year moving forward. We ask requests be made by October of the planning year, for the next year.

***Comment: L.J. Sylvia**- We will talk more in Exec meeting and will include budget planning in next year’s work plan.

***Comment: C. Droster** – Also want to know the update on having a few in-person gatherings.

***Response: L.J. Sylvia** - We will also discuss that process in Exec committee.

***Comment: J. Patterson** – The Needs assessment budget is also important to know as we look at work on this.

***Response: Z. Levar** – Part A has never paid for Needs Assessment items. This is too costly for our budget locally, and has always been leveraged to the state. For the quality budget, the actual data extraction for the Needs Assessment may qualify, but most will be towards admin costs as quality is somewhat of a restrictive matter.

***Question: J. Patterson** - Should this be combined with a needs assessment group?

***Response: Z. Levar** - It may be an opportunity, but we don’t generally attend this at Part A.

***Question: C. Droster** - When is the Needs Assessment done?

***Response: Z. Levar** – Every three years as directed by HRSA, feasibly, but not always.

Discuss Revisions to the Work Plan for 2025 – J. Patterson

This is a calendar year of planning our committee activities, as a lot of our work is centered on our big PSRA meeting in June, in which we spend the year getting prepared for this.

L.J. Sylvia – Two thing to note, the Committee Work Plan (CWP) is more narrative and detailed-focused, whereas the Planning Council Activities Timeline (PCAT) is line by line everything that needs to happen in Planning Council.

Strategy & Finance (S&F) 2025 Work Plan Adjustments

These items presented are the things we must now review and decide how to incorporate into the 2025 Strategy & Finance (S&F) Work Plan.

2025 Work Plan Adjustments for Carryover Changes

Once the final expenditures for the fiscal year are available, review the Carryover Request as determined in November, to ensure the decision is still the most strategic choice. Make changes, if necessary.

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- Add to June S&F and Executive Committee meetings
- Add to PSRA Schedule
- Ensure that the carryover request categories were fully expended in the previous year.
- Add language: affirm the carryover decision is in time for the Federal Financial Report (FFR).

2025 Work Plan Adjustments – Based on PSRA Feedback

Training at Full PC to explain an overview of the service categories, including the types of expenses funded in the category.

- Should this be done in two parts – Core and Support?
- Possibly November and January
- Include the service category info in packet

Training at the Full PC to explain the spreadsheet

- (May Full PC)

Host a PSRA Q&A session for people who want small group time to understand.

- One week before PSRA, after the packet has been received

S&F Committee should make specific recommendations (or proposals) that are clearly explained (and tied to data) at the beginning of the Resource Allocation Discussion.

- Schedule time in May and June S&F to create specific recommendations.

Work with the Executive Committee BEFORE PSRA to practice sharing the proposal data, and ensure everyone is prepared.

- Add to June Executive Committee meeting agenda

C. Droster - Training would work best in January rather than November.

J. Patterson - We should be more specific on changes to be made, and also do carryover in June.

Z. Levar – The Part A Federal Financial Report (FFR) will be due end of June.

J. Patterson – We should spend more time in November on reallocation, looking at the spreadsheet being more of an allocation spreadsheet.

L.J. Sylvia - Would like to do a spreadsheet training, in trying to create a doc looking at the whole year of PC, in which some things stay in place and others can be shifted as needed.

J. Patterson- PSRA first and second bullets refer to same thing, maybe specify recommendations or proposals.

C. Droster – Would like work plan done in December and ready for January, wherein moving a presentation to January would be fine.

J. Patterson - We've had a workgroup in January and talked about incorporating this. The work group is usually heavily focused on allocation, so maybe for others benefit, we can try to pair that down as last year there were too many things considered and it became muddled. Maybe we could do this with the committee as a whole.

L.J. Sylvia - We want to look at the big picture changes to capture.

J. Patterson - We should also do the pulling of data earlier to be ready for discussions.

C. Droster - Based on the feedback, we should look to make things better for PSRA.

Call for Co-Chairs – LJ Sylvia

Currently we have co-chairs serving for three years, as well as members. We now need a new co-chair for S&F, ideally, a PLW, and a member for at least three months, as that person will help plan, facilitate, and carry out the S&F meetings. The expectation is to commit to attending S&F, Full PC, as well as the Co-Chair Exec Committee meetings. We want to make sure we are doing what we need in compliance to our bylaws, as directed by HRSA.

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J. Patterson – This is an opportunity to weigh in, be an influence, and not be required to be a perfect person, Also, you can see how all this works from a different view.

Standing Business - None

Parking Lot - None

Announcements

N. O’Neal – We had our first, in-person listening session last Wednesday, and our next one is Oct 23rd online. We will resend the flyer and would like people to personally invite at least two persons living with HIV, as the online session will allow confidentiality for those who want to remain anonymous and still participate.

L.J. Sylvia – The Ohio Criminalization network is looking for people. We will provide the link.

Adjournment:

Motion: N. O’Neal **Seconded:** T. Mahdi

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	20	20	
2	Julie Patterson, Co-chair	20	20	20	20	20	20	20	20	20	
3	Jeannie Citerman-Kraeger	20	20	0	0	0	20	0	0	0	
4	Biffy Aguiriano	20	20	20	20	0	20	20	0	0	
5	Anthony Thomas	0	20	20	0	20	0	20	0	20	
6	Leshia Yarbrough-Franklin							0	20	20	
7	Tiffany Greene							20	0	0	
8	Kimberlin Dennis	10	0	0	10	10	10	10	10	10	
9	Talib Mahdi									10	
	Total in Attendance	7	7	6	6	6	6	7	4	6	

PC Members: B. Gayheart, N. O’Neal

Attendees: Antonio (guest), Vee G. (guest)

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