



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, September 18, 2024

5:30 pm to 7:00 pm

Start: 5:33 pm

End: 6:58 pm

Facilitating Chair: K. Dennis

Moment of Reflection

Welcome and Introductions

Approval of Agenda: September 18, 2024

Addendum: Motion to approve moving Item #IX (9), 'Vote on New Membership Applications', before the Part A Recipient Report.

Motion: C. Nicholls Seconded: F. Ross

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

Approval of the Minutes: August 21, 2024

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

Vote: In Favor: 15 Opposed: 0 Abstained: 4- K. Dennis, B. Aguiriano, B. Gripshover, K. Ross

Vote of New Membership Applications - L.J. Sylvia, B. Gayheart

The Membership and Executive Committee have both recommended moving forward with official Planning Council membership for the two new applicants, Xiomara Merced and Sahara Rivera. We welcome our new members and thank everyone for all the work and commitment in helping us maintain our thirty-three percent (33%) membership reflectiveness number, as we will continue to remain in compliance with HRSA regulations.

Motion: To approve the recommendation of the two new applicants, Xiomara Merced and Sahara Rivera, for official membership to Planning Council.

Motion: F. Ross Seconded: J. Toombs

Vote: In Favor: 15 Opposed: 0 Abstained: 0

Motion passed.

Ryan White Cleveland TGA YTD Expenses by Service Category - M. Baker

Priority Ranking	Category	Total Awarded	YTD Spending %	YTD Spending Total	Unduplicated
CORE SERVICES TOTAL		\$3,315,898.00			
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
SUPPORT SERVICES TOTAL		\$ 816,099.00			
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
ALL TOTALS		\$4,131,997.00	19.30%		

OVERUTILIZED ON TARGET UNDERUTILIZED



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Ryan White Part A Fiscal Report Review– M. Baker

For administrative updates, we are focusing on completing the 2025 grant application, which is competitive. We have completed 11 sites for monitoring which will be done by October and we will provide a report for that in November. Also, the RFP’s (Requests for Proposals) for our service providers should be going out in mid fall, our Medical Case Management (MCM) team met in July and will have their next meeting in October, and for Part A funding, we are currently at 28.64% for expenditures, with a target at a little over forty-one (41.67%) percent.

Ryan White Part A Recipient Report – September 2024 - M. Baker

Administrative Updates	Planning Updates	Medical Case Manager (MCM) Network Updates	Training Updates	Clinical Quality Management (CQM) 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.
Preparing to submit Ryan White Part A grant; due in Oct. (competitive)	Sub-recipient monitoring season began in June; 11 sites completed Monitoring summary will be provided in November Ryan White Part A RFP is expected to go out in mid-Fall	The next MCM network meeting will take place in October; July 16 th Discussion: Resources for people ageing with HIV. Guest speaker from Benjamin Rose	National Ryan White Conference 8/20-8/23: Training sessions attended include Black Women 1 st initiative, Enhancing Data Quality, Addressing Mental Health Needs for PLWHA, and Status Neutral initiatives Recipient did not attend USCHA due to weather conditions	CQM Program Manager hosted linkage to care task force meeting CQMC meeting (TGA) took place on 9/4; retention in care is the focus. Work groups and Support Teams were also identified. Focus is on (Retained in Care RIC) by 2% by Feb. 2025	EHE CAG meeting is scheduled for 9/24 at the Cleveland Public Library (Hough Branch) from 3pm-5pm Contact: ejanowski@ccbh.net to register	Core: 24.94% Support: 43.99% Expenses: 28.64% for 5 months Target: 41.67% Full Award provided \$4,917,218 \$145,087 carryover added \$5,062,305 new total

Regarding our carryover for 2025, there have been a few changes in which our carryover request normally due in August was, beyond our knowledge or control, moved to June. Additionally, upon the final expenditure review in June, wherein we had not expended our oral health fund that was assigned for the past carryover, our request for new carryover funds was denied for 2025. However, this now allows us to fully expend 100% of the grant without any programmatic issue, in knowing what to anticipate so as to avoid this situation in the future. In line with that, we propose having one additional verification/vote by PC in the June Strategy & Finance meeting in order to confirm categories we want designated for carryover funds, by the June carryover request deadline. This will mean voting on this in November and having a final review/vote in June for each grant cycle, ensuring that the vote in November will still be relevant according to final expenditures, thus allowing us time to choose alternative categories if applicable.

***Comment: J. Patterson** – We recognize and thank Monica for the final carryover document that was prepared and presented in Strategy & Finance, and for making it so clear. However, there is still some anger around the decision from those on the federal level to move the “goal posts”, or boundaries, in which we were unable to respond in a timely manner. As the decision not to fund our carryover request was supposedly based on the funds not being fully expended, we could have changed categories for this year and not had to wait until next year.

***Comment: C. Droster** - Monica, Zach, and the team are doing a good job and staying on top of everything, so as there’s still money left on the table, we will get it back next year.

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Medicaid Update – C. Nicholls

1. We will be doing some upcoming community forms. We have two scheduled, one on October 24th, at 1:30 at the Euclid Library and a virtual one on October 30th at 9:30 am. Once we get flyers, we will send them out to all. Also, these forums are not just about Medicaid and are open to everyone.
2. Effective October 1st, there will be a new Medicaid program called the Ohio Workability Program for individuals who have been determined disabled by the Social Security Administration and who work for at least one hour. Initially, once a person became of age for Medicaid, or 65, they would no longer be eligible for the program. However, as people are living longer and working longer, under this new program, individuals who are disabled but who are 65 years of age or older are eligible. Additionally, the income threshold for eligibility is 250% of the federal poverty level, and we will provide more information after our training tomorrow.
3. Regarding Open Enrollment for Medicaid Managed Care, for individuals who are receiving Medicaid benefits and want to change their managed care provider, the timeline for that is the entire month of November, the first through the 30th. Also, for individuals who may not be on Medicaid, but want to go through the open enrollment process through the federal marketplace, that open enrollment period is November 1st through January 15th.
4. If you want to vote, please make sure that you register so your voice can be heard. The deadline for registering is October 7, 2024.

Ryan White Part B Update – K. Ruiz

First, if there is any interest in the Statewide Integrated Plan (SIP), we encourage you to reach out to Kate Shumate at: katherine.shumate@odh.ohio.gov, as she is currently working on a storytelling project that was included in the Integrated Plan. Second, the Ending the HIV Epidemic (EtHE) competitive was recently released on the federal level. In line with that, we will be applying for the Hamilton County EtHE, as we are currently piloting a street medicine project and expanding linkage services in that region. Third, HRSA released a bulletin: “*JYNNEOS Vaccines for Mpox Available to HRSA-Supported Health Centers*” for HRSA-funded health centers who need vaccines. For more info they can contact: sns.ops@hhs.gov. Last, we are again seeing high numbers across the nation with syphilis, and while we are very excited about the use of PrEP in our community, we also want to encourage everyone to speak with your medical providers or people you trust about ways to protect yourself from syphilis.

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

Most of our contracts are in progress as we speak, they are now with our fiscal department and will soon be sent out for signatures. We thank all those that helped with upgrades and for their patience in this process with extending our contracts.

Planning Council Business

Robert’s Rules Training – “Who’s Robert and what are all These Rules?”

As part of this training, a mentee was created to input questions during the discussion. Please feel free to just click on the mentee link at <https://www.menti.com/alqpx1x1arft>, enter your questions, as the mentee will also help you if needed.

Who Was Robert and what are all these Rules?

Henry Martyn Robert was an American soldier, engineer, and author, who in 1876, published his first edition of his manual of parliamentary procedures entitled, “*Robert’s Rules of Order*”. The story legend is that he went to a meeting where people were so disruptive, uncivil, and argumentative that nothing was accomplished. Later, after leaving the meeting, he went home and wrote Robert’s Rules of Order, which today remains the most common parliamentary set of rules in the United States. Additionally, these rules center around five (5) basic principles:

1. ***A quorum must be present for business to be conducted;***
 2. ***All members have equal rights, privileges and obligations;***
 3. ***No person should speak until recognized by the chair;***
 4. ***Personal remarks or side discussions during debate are out of order, and***
 5. ***Only one question at a time may be considered, and only one person may speak at any given time***
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As these rules have been for years in helping meetings move more efficiently and effectively, we would now like to hear input on why a rule structure or a system like Robert's Rules is important for running effective Planning Council meetings, and/or other meetings.

Discussion Feedback

N. O'Neal - If we don't have Robert's Rules (RR's), we'll never get anything done, we'll have meetings where people will just try to dominate.

T. Greene – They provide order, keeps things fair, and helps us to focus and move through agendas.

C. Droster – It calls for checks and balances in a simple system.

B. Willis – It provides consistency from year to year as members and leaders change.

N. O'Neal – Also, RR's shouldn't be used to punish people like perhaps done in the past, but more so teach people a more effective way to conduct themselves in meetings.

L.J. Sylvia – Another piece to add is in the importance of civility, as Mr. Robert's attendance at a disorderly meeting was a major factor in creating Robert's Rules.

Takeaways: L.J. Sylvia

1. Robert's Rules are important in getting things done, and making sure not one or two people dominate.

2. They provide fairness, order, and focus in meetings.

3. They ensure consistency from meeting to meeting.

4. The importance of maintaining civility (formal politeness and courtesy in behavior or speech), is the key component of Robert's Rules.

Summary – L.J. Sylvia

Although Robert's Rules is widely used in many places, such as the United Nations, our intent as a Planning Council is to utilize portions of them in a less formal way that allows for more leeway in meetings, particularly when it comes to voting and making motions. We never want to become so rigid and complicated that we cannot have regular conversations, as one of the main elements of Planning Council is being open and accessible. With that in mind, we will continue training on this and look for ideas on ways to improve how we use Robert's Rules, and do our best to keep learning together.

Committee Reports – K. Dennis

Motion: To table the committee reports until next month, allow for committee chairs to provide any relevant announcements they may want to share, and then adjourn the meeting.

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

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

Public Comments - None

Announcements – Planning Council Chairs

N. O'Neal – The Community Liaison Committee (CLC) is having two listening sessions, the first one is in-person at Neighborhood Connections, on Wednesday, September 25, 2024. We encourage all to invite and bring people living with HIV to these sessions, or at least share the flyer info, as it's important for us to hear from everyone. The second session is virtual, on October 23rd, and is an option for people who may prefer not to meet in person, but still want to be part of the conversation. Also, the Men's We Think 4 A Change group is hosting their very first men's day-long retreat on Saturday, September 28, 2024.

B. Gayheart – This is a reminder that all 2024 forms are due now, as we have forms for four people still outstanding, Also, please keep in mind that these annual forms are mandatory requirements of HRSA, so please get them in, because after today Lj will be chasing people down.



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Adjournment

Motion: F. Ross

Seconded: N. O'Neal

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	20		
2	Brian Kimball – Co-Chair	20	20	20	20	20	20	20	20		
3	Christy Nicholls- Co-Chair	20	20	20	20	20	20	20	20		
4	Biffy Aguiriano	0	20	20	20	0	20	0	20		
5	Cielle Brady						0	0	20		
6	Jeannie Citerman-Kraeger	20	0	0	0	0	20	20	20		
7	Michael Deighan	20	20	20	20	20	20	20	0		
8	Clinton Droster	20	20	20	20	0	20	20	20		
9	Billy Gayheart	20	20	20	20	20	20	20	20		
10	Tiffany Greene	20	0	20	0	20	20	20	20		
11	Barbara Gripshover, MD	20	20	20	20	20	20	0	20		
12	Deairius Houston	20	20	20	20	0	20	20	20		
13	Bryan Jones	20	20	20	20	20	0	0	0		
14	LeAnder Lovett	0	0	0	0	0	20	20	20		
15	Talib Mahdi						20	20	20		
16	Xiomara Merced						20	0	0		
17	Lorsonja Moore	20	20	20	20	20	20	20	20		
18	Naimah O'Neal	0	20	0	20	0	20	20	20		
19	Julie Patterson	20	20	20	20	20	20	20	20		
20	Sahara Rivera						20	20	20		
21	Faith Ross	20	20	20	0	20	20	0	20		
22	Karla Ruiz	20	20	0	0	20	20	20	20		
23	James Stevenson	20	20	20	20	0	20	20	20		
24	Anthony Thomas	20	20	20	20	20	0	20	20		
25	Joye Toombs	0	20	0	20	0	20	20	20		
26	Stephanice Washington	20	0	0	0	0	20	0	0		
27	Leshia Yarbrough-Franklin	20	20	20	20	20	20	20	20		
	Total in Attendance	21	20	18	19	15	26	19	23		

Attendees: B. Willis, A. Rollins, J. Garcia, J. Asare

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