

Cuyahoga Regional HIV Prevention and Care Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina

Clinton Droster, Julie Patterson – Co-Chairs



STRATEGY & FINANCE COMMITTEE (S&F) COMMITTEE

Meeting Minutes

Wednesday, September 3, 2025 – 2-3:30 pm

S&F Committee Members		Planning Council Members	Community Attendees	Presenter(s)
1. Clinton Droster, Co-Chair	A	Billy Gayheart	Jeannie C.K.	
2. Julie Patterson, Co-Chair	P	Christy Nicholls		
3. Kimberlin Dennis	P	Sahara Rivera		
4. Tiffany Greene	A			CCBH Staff
5. Xiomara Merced	P			Lisa-Jean Sylvia
6. Anthony Thomas	P			Brittanie Evans
7. Leshia Yarbrough-Franklin	A			Anastassia Idov
8. Talib Mahdi*	P			
9. Chris Krueger*	A			
Total of 12 in attendance	P = Present A = Absent O (Other) = Phone *Non-Member Volunteer or Pending PC Member			
Call to Order	Kimberlin Dennis called the meeting to order at 2:07 pm.			
Moment of Silence	In remembering all those past, present, and future in the fight against HIV/AIDS.			
Quorum Determination	5 of 9 S&F committee members present - quorum of 5 needed.			
Welcome, Introductions & Conflicts of Interest	All members, attendees, and guests welcomed and asked to state names, affiliations, and conflicts of interest in the chat.			
	Conflicted: Xiomara Merced – MetroHealth; Talib Mahdi – NLURC; Sahara Rivera - MetroHealth			
Approval of Agenda	S&F Committee reviewed and approved the agenda for September 3, 2025. Motion made by Talib Mahdi, seconded by Xiomara Merced In favor: All, Opposed: 0			
Approval of Minutes	S&F Committee reviewed and approved the minutes from August 6, 2025. Motion made by Billy Gayheart, seconded by Xiomara Merced In Favor: all; Opposed: 0; Abstained: Anthony Thomas, Talib Mahdi			
Recipient Report	Fiscal Report review – Anastassia Idov: - The YTD split is 82.77% Core and 17.23% Support - Some service categories are over utilized, but this is largely determined by how the invoices get processed monthly - Other Professional Services category is underutilized due to a staffing vacancy, but an attorney has since been hired. - Anastassia will follow up with fiscal to ensure that the spreadsheet is using the correct and updated target percentages for each service category			

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New/Old Business	A. Assessment of the Efficiency of the Administrative Mechanism • An evaluation that the PC does to determine how rapidly the Part A funds are allocated to the areas of greatest need. Is the recipient doing a good job at contracting, processing invoices, etc? • Planning council is required by law to assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need in the TGA. • Were Part A funds expended in a timely manner? ○ No - Goal is within 30 days. The average processing time for FY24 was 35 days, FY23 was 37 days, FY22 was 30 days, FY21 was 28 days ○ The average processing time slows down during December – February and can be attributed to the annual county shutdown where books are closed for CY2024 and reopened for CY2025. • Were the part A contracts signed in a timely manner? ○ Yes – In FY24 providers were given partial award contracts in March. Contracts were amended in June upon receipt of the full award. As a result of reallocation, contracts were amended a final time in December. ○ The average timeframe between partners receiving contracts for signature and the contract being fully executed is about 3-4 weeks. • During FY24 did the TGA have <5% carryover in funds? ○ Yes – in FY24 the TGA received \$2,931,793 in formula funds. We were eligible to carryover \$146,589. The actual carryover we were eligible for was \$72,562. • Were Part A resources reallocated in a timely manner to ensure the needs of the community are met? ○ Yes – they were reallocated twice: in November during regular reallocation and between December – February during rapid reallocation • Did Part A Program funding in FY24 match the service categories and percentages identified during the council's PSRA process? ○ Yes – funding allocations in FY24 matched the disbursement percentages laid out by PC as a result of June 2023 PSRA. Slight variations in service category percentages were a result of rare rapid reallocation. • What happens next? ○ S&F makes a recommendation to move forward if there's an area where improvement is needed. Full PC will then need to vote on it. ○ Billy – we never really gave guidance to the recipient in the past. We just had the presentation and didn't go beyond that. ○ Xiomara – having some time to think over this information and come up with some questions would help. ○ Talib – The notes mention that the check processing timeline is still not where CCBH would like it to be. Motion to obtain more information from CCBH regarding the timely manner of the invoicing process, what has been done in the past to fix these issues, and what is being done now. Motion made by: Xiomara Merced; Seconded by: Talib Mahdi
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	In Favor: all; Opposed: none B. Deep Dive: Identifying Service Categories to be preserved and categories that could be reduced or de-funded if funding is reduced During PSRA, there was a decision to keep allocations the same for the next fiscal year. There was a motion that if there was a decrease in funding, PC will meet to look at reallocation. There was a motion that S&F would identify which categories should remain funded, and which categories should have funding reduced. 1. Review Prioritization and Survey Data • Priority ranking for FY26: 1. Medical Case Management 2. Outpatient Ambulatory Health Services 3. Non-Medical Case Management 4. Mental Health Services 5. Early Intervention Services 6. Emergency Financial Assistance 7. Medical Transportation Services 8. Food Bank/ Home Delivered Meals 9. Oral Health Care 10. Psychosocial Support Services 11. Other Professional Services (Legal) 12. Home Health Care 13. Medical Nutrition Therapy 14. Home & Community Based Health Care • Medical Case Management: reviewed prioritization data for MCM • Xiomara: It would be helpful to see the total score of each category in the list with the rankings • Julie: The bottom 3 categories are core medical services, which if we decrease funding, could throw off the core/ support split. • Billy: We should also look at FTE versus direct service • Lj: I will double check the scoring of the rankings and putting the scores together. • Talib: Dollar amount may be important to see. • Xiomara: Add whether the service category funds FTE or not. 2. What data do we need to identify categories for possible reallocation?
Parking Lot	None
Announcements	Kimberlin – Lunch and Learn October 11th for 45 Women and may do a listening session at that event. Lj – take the State Integrated Plan Survey by the end of the day today here: https://ccbh.us8.list-manage.com/track/click?u=b00a380b60caa24ff69b8d7d9&id=e7526fcbcc&e=57066c611a Lj -
Adjournment	Motion to adjourn the meeting at 3:30 pm Motion made by Billy Gayheart; Seconded by Julie Patterson In favor: all; Opposed: 0

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Reminder: Check your Email or the Website for Minutes and Agendas
Visit the Ryan White HIV/AIDS Homepage at: www.ccbh.net/ryan-white
Next Meeting: October, 2025 2:00 – 3:30 PM