



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 Committee Minutes
Wednesday, January 21, 2026
5:30 – 7:00 PM

Full Planning Council Members		Full Planning Council Members		Community Attendees	Recipient Staff	Guest Speakers
1. Kimberlin Dennis, Co-Chair	P	12. Naimah O’Neal	A	Michael Deighan	Lisa-Jean Sylvia	
2. Brian Kimball, Co-Chair	P	13. Julie Patterson	P	Christopher Krueger	Brittanie Evans	
3. Christy Nicholls, Co-Chair	P	14. Sahara Rivera	P	Talib Mahdi*	Elly Falter	
4. Biffy Augiriano	A	15. Faith Ross		Jeannie CK	Zach Levar	
5. Billy Gayheart	P	16. Karla Ruiz	P	Brooke Willis		
6. Tiffany Greene	P	17. James Stevenson*	P	Cielle Brady*		
7. Barbara Gripshover, M.D.	P	18. Anthony Thomas	P	Leshia Yarbrough-Franklin		
8. Deairius Houston	P	19. Stephanice Washington	A	Andrea Oliver		
9. LeAnder Lovett	P			Lisa Navracruz		
10. Xiomara Merced	P			Kenyetta Cloud		
11. Lorsonja Moore	P			Kent Cicerchi		
				Jacqueline Asare		
				Dr. Luther Walls		
Total of 32 present		P = Present A = Absent O = (Other) – Phone *Non-member Volunteer or Pending PC Member				
Call to Order		Co-chair, Christy Nicholls, called the meeting to order at 5:33 pm.				
Moment of Silence		A moment of silence done in remembering all those past, present, and future in the fight against HIV.				
Quorum Determination		15 of 19 PC committee members present - quorum of 11 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. <i>Conflicted: Chris Krueger – AIDS Taskforce; Barb Gripshover – UH; Lisa Navracruz – Neighborhood Family Practice; Deairius Houston – UH; James Stevenson – NLURC; Talib Mahdi – NLURC; Sahara Rivera – Metro; Lorsonja Moore - DSAS</i>				
Approval of Agenda		Full PC Committee reviewed and approved the agenda for January 21, 2026. Motion made by Kimberlin Dennis, seconded by Jeannie CK In favor: All; Opposed: 0; Abstained:				
Approval of Minutes		Full PC Committee reviewed and approved minutes from November 19, 2025. Motion made by LeAnder Lovett; seconded by Billy Gayheart				



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In favor: all; Opposed: 0; Abstained: Xiomara Merced, Sahara Rivera,

Recipient Report

Anastassia Idov:

Priority	Category	Target	October	November	December	January	February	YTD	%	1/7/2026
		100%	66.67%	75%	83.33%	91.67%	100%			CAREWare
	CORE SERVICES TOTAL	\$ 3,453,501.00	\$ 316,691.06	\$ 157,518.22	\$ 21,278.84	\$ -	\$ -	\$ 2,557,543.28		
2	* OUTPATIENT/AMBULATORY HEALTH SERVICES	\$ 1,190,747.00	\$ 103,079.11	\$ 56,305.12	\$ 9,833.18	\$ -	\$ -	\$ 858,155.11	72.07%	2153
1	* MEDICAL CASE MANAGEMENT	\$ 1,149,059.00	\$ 113,492.50	\$ 48,792.04	\$ 9,859.21	\$ -	\$ -	\$ 923,327.94	80.36%	914
3	* ORAL HEALTH CARE	\$ 235,342.00	\$ 21,111.76	\$ 9,432.00	\$ -	\$ -	\$ -	\$ 183,281.39	77.88%	273
7	* MENTAL HEALTH SERVICES	\$ 361,267.00	\$ 30,471.13	\$ 20,083.16	\$ 1,586.45	\$ -	\$ -	\$ 252,392.16	69.86%	554
9	* MEDICAL NUTRITION THERAPY	\$ 72,876.00	\$ 7,559.24	\$ 714.88	\$ -	\$ -	\$ -	\$ 44,994.99	61.74%	145
4	* EARLY INTERVENTION SERVICES	\$ 373,374.00	\$ 25,641.32	\$ 16,770.61	\$ -	\$ -	\$ -	\$ 244,795.35	65.56%	536
6	* HOME HEALTH CARE SERVICES	\$ 14,844.00	\$ 2,948.70	\$ 1,146.65	\$ -	\$ -	\$ -	\$ 10,472.11	70.55%	20
13	* HOME/COMMUNITY BASED HEALTH CARE	\$ 55,992.00	\$ 12,387.30	\$ 4,273.76	\$ -	\$ -	\$ -	\$ 40,124.23	71.66%	20
	SUPPORT SERVICES TOTAL	\$ 776,495.00	\$ 63,518.61	\$ 18,191.39	\$ 10,991.70	\$ -	\$ -	\$ 528,055.73		
8	MEDICAL TRANSPORTATION	\$ 91,293.00	\$ 9,494.82	\$ 4,702.83	\$ 4,974.33	\$ -	\$ -	\$ 59,485.11	65.16%	739
12	EMERGENCY FINANCIAL ASSISTANCE	\$ 11,266.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 977.21	8.67%	3
5	* NON-MEDICAL CASE MANAGEMENT SERVICES	\$ 374,224.00	\$ 30,428.28	\$ 4,403.83	\$ -	\$ -	\$ -	\$ 265,359.58	70.91%	1214
10	* PSYCHOSOCIAL SUPPORT	\$ 64,781.00	\$ 4,366.58	\$ 4,579.11	\$ 53.79	\$ -	\$ -	\$ 50,437.84	77.86%	129
14	* FOOD BANK/HOME DELIVERED MEALS	\$ 83,331.00	\$ 5,235.79	\$ 4,505.62	\$ 5,963.58	\$ -	\$ -	\$ 61,188.92	73.43%	335
11	* OTHER PROFESSIONAL SERVICES	\$ 151,600.00	\$ 13,993.14	\$ -	\$ -	\$ -	\$ -	\$ 90,607.07	59.77%	108
	TOTAL	\$ 4,229,996.00	\$ 380,209.67	\$ 175,709.61	\$ 32,270.54	\$ -	\$ -	\$ 3,085,599.01	72.95%	3092

	Total Award	YTD Exp	% Exp	Award % Split	YTP Exp % Split
Core Services	\$ 3,453,501.00	\$ 2,557,543.28	74.06%	81.64%	82.89%
Support Services	\$ 776,495.00	\$ 528,055.73	68.01%	18.36%	17.11%
Total Award	\$ 4,229,996.00	\$ 3,085,599.01	72.95%		

- The target expenditure percentage for this report is 75%. The numbers provided in the YTD column represent the cumulative amount of all invoices received as of 1/21/26. We are still waiting for 1 October invoice, 4 November invoices, and 7 December invoices.
- OAHS, Mental Health, MNT, EIS, HHC, HCBHS are all somewhat underutilized if we are looking at November targets. MCM and Oral Health Care are above the November target. This is largely based on what type of invoices we've received and from whom. The most severely underutilized service category is Emergency Financial Assistance, but this is what we want to see.
- The current split is 82.89% Core and 17.11% Support. We have expended 72.95% of the total award.
- The work on the Ryan White Program Services Report (RSR) has begun.
- Subrecipient monitoring season concluded in January. There were fewer findings this year and in general the quality of work that our subrecipients are doing was clearly demonstrated.
- The Medical Case Management Network met today and received an update on the Data 2 Care Project from the CCBH EHE program.
- The Part A team hosted a World AIDS Day training for CCBH staff members. Thank you to the PC members who participated in the panel discussion!
- The next full CQM Committee meeting is on 3/18.

Medicaid Report

Christy Nicholls:

- Open enrollment for the federal Marketplace has ended. Normally at this time, we are so backed up on our Medicaid applications. I'm really happy to report that we were able to be proactive this year and even though we got more applications, we are still meeting our timeliness for Medicaid.

Part B Update

Karla Ruiz:

- Part B is a program of last resort, so for individuals who live in the Part A TGA, Part A pays first.
- The annual RSR is due to HRSA by March 30, 2026.

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	<ul style="list-style-type: none"> • There has been a recent change to the postmark that goes on mail. If anyone is applying for insurance, please be mindful of the changes to the postmark process if you have sensitive deadlines that require a postmark. • Kimberlin – could what happen to ADAP in Florida happen in Ohio? Karla – It is not a concern that we have in Ohio at this time.
<p>HOPWA Update</p>	<p>Tiffany Greene:</p> <ul style="list-style-type: none"> • No updates
<p>Planning Council Business</p>	<p>a. Vote to approve the Assessment of the Efficiency of the Administrative Mechanism</p> <ul style="list-style-type: none"> • The Planning Council evaluates how rapidly Part A funds are allocated to the areas of greatest need within the TGA. • Assessment Questions: <ul style="list-style-type: none"> ○ Q1: Were Part A funds expended in a timely manner? There was a 35-day average for invoice processing and payments during FY2024. ○ Q2: Were contracts signed in a timely manner? Yes. ○ Q3: Did the TGA have less than 5% Carryover funds? Yes. ○ Q4: Were resources reallocated in a timely manner? Part A funds were reallocated twice in FY2024. ○ Q5: Did the funding match the service categories and percentages identified during PSRA? What PC allocated is what initially got allocated. The only differences were due to rapid reallocation. <p>Motion to approve the Assessment of the Efficiency of the Administrative Mechanism. Motion made by Julie Patterson, seconded by Xiomara Merced Yes: 15; No: 0; Abstained: 0</p> <p>b. Vote to approve the following revisions to the bylaws:</p> <p>i. Minimum Membership Number</p> <ul style="list-style-type: none"> • What changed: Set the minimum number of members required to 13 members. The bylaws do not currently list a minimum number of members and we are required by HRSA to list the minimum number. <p>ii. Sunset Clause for Term Limits</p> <ul style="list-style-type: none"> • What changed: Add a sunset clause to special amendments previously approved that are necessary as the Planning Council adjusts to enforcing term limits. Unnecessary amendments can be removed automatically once they are no longer needed. This simplifies future workload. <p>iii. Change Quorum to a Simple Majority</p> <ul style="list-style-type: none"> • What changed: Quorum is changed to a simple majority. Quorum is currently set to 50% plus 1. Under this standard, we are having a difficult time meeting quorum. <p>iv. Confidentiality in Public Meetings</p> <ul style="list-style-type: none"> • What changed: Section 6.1.2 Confidentiality in Public Meetings was added to explicitly acknowledge that Planning Council will implement confidentiality during Public Meetings to protect participant privacy. Details are in the Policies &

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Procedures Manual. This strengthens confidentiality and protections for people living with HIV, while still acknowledging the public meeting requirements.

v. Updated CLC Membership and Confidentiality Language

- What changed: CLC membership is clarified as limited to people living with HIV. The committee remains open for transparency, with confidentiality protections explicitly acknowledged and delegated to the Policies & Procedures Manual. Previous language could be interpreted as conflicting with the requirement to have open meetings. The new language is more clear while details are in the Policies & Procedures Manual.

vi. Executive Committee Review

- What changed: Language was added to indicate that the Executive Committee will review committee work as needed (Section 7.2(d), page 27). Section 7.2 (e) requires review for high-risk areas, as defined in the bylaws. Previous language required the Executive Committee to review all committee work product. This will reduce bottlenecks and meeting fatigue; clarify the decision-making authority of the Full PC; and aligns with HRSA best practices.

vii. Removal of 90-day Requirement to Fill Vacancies

- What changed: Removed language that requires vacancies created by a change of status to be filled within 90 days. This provides flexibility in recruitment and appointment timelines and will reduce the risk of technical noncompliance during periods of transition.

Motion to approve the revised bylaws as written.

Motion made by Kimberlin Dennis, seconded by Brian Kimball

Yes: 14; No: 0; Abstained: 0

c. Vote to approve Bylaws as a whole

- In addition to these specific amendments, the revised bylaws include amendments that were previously approved:
 1. Removal of language allowing regular members to be exempt from term limits.
 2. Confirmation that members may serve two consecutive four-year terms.
 3. Limited one-year term extensions for mandatory seats and leadership roles to support continuity and recruitment.
 4. Clarification of the Executive Committee's role in developing and reviewing bylaw amendments, with legal sufficiency review by County counsel as needed.
 5. Adoption of a Leave of Absence Policy

Motion to accept this new revised draft of the bylaws as shared ahead of this meeting.

Motion made by Kimberlin Dennis, seconded by Xiomara Merced

Yes: 14; No: 0; Abstained: 0

d. Vote to approve Revised Confidentiality Procedures

Motion to approve the revised confidentiality procedures.

Motion made by Brian Kimball, seconded by James Stevenson.

Yes: 14; No: 0; Abstained: 0



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	<p>e. Vote to approve Policies and Procedures Document</p> <ul style="list-style-type: none"> In most cases, policies and procedures included in the manual were taken directly from the bylaws or other existing documents. The leave of absence procedures were added in alignment with the vote in November of 2025 to add the policy. The confidentiality procedures have been updated with input from the CLC. This is required by HRSA and will be voted on today. Compared to the bylaws, it is much easier to change policies and procedures. It is recommended that this be reviewed and updated at least every three years, prior to each site visit. <p>Motion to accept the new Policies and Procedures manual as shared before the meeting. Motion made by Barb Gripshover, seconded by Lorsonja Moore Yes: 14; No: 0; Abstained: 0</p>
Committee Reports	<p><u>Community Liaison Committee (CLC) - -</u> Lj – CLC hosted a presentation from the Ohio Senior Health Insurance program about signing up for Medicare. My e-blast from 2 weeks ago had details about it.</p>
	<p><u>Strategy & Finance (S&F) Committee – J. Patterson -</u></p> <ul style="list-style-type: none"> Julie – We talked about our directive that came out of PSRA, which was that we were asked to think about if there was a funding decrease of 15% or more, we would make a suggestion as to how that would be addressed in our allocations. In the end, the proposal was that if there is a decrease of 15% or more, we would recommend that most of those cuts will be absorbed in support services and the decrease in core services will be no more than 10%.
	<p><u>Membership, Retention & Marketing (MRM) – B. Gayheart –</u></p> <ul style="list-style-type: none"> Billy – We met earlier and we were able to approve our 2026 work plan. We identified recruitment goals for 2026. We did a quick purpose and intention for our in-person training. February 3rd is our next batch of returning and new members going before County Council.
	<p><u>Quality Improvement (QI) – Lorsonja Moore–</u></p> <ul style="list-style-type: none"> Lorsonja – We continue to have a discussion about planning for a needs assessment. We decided on doing a 3-year assessment. We have set aside \$15,000 in the budget for the needs assessment. We are also working on coming up with a deep dive discussion.
	<p><u>HIV Prevention (Prevention) - -</u></p> <ul style="list-style-type: none"> Deairius – NEOCH spoke about housing and their new programs. Sahara has joined our Prevention planning meetings and will be the new co-chair.
Public Comments	None
Announcements	<p>Lj – we are looking for co-chairs for all committees. Lj – There is a call for models for the new Love Leads Here campaign.</p>

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	Anthony – April is coming up for Second Chance Month. April 1 st we’re planning to do a Health and Wellness Event. If you’re interested in being part of the planning process, please feel free to reach out to me. Anthony.thomas@jfs.ohio.gov Cuyahoga County Office of Reentry Sahara – We started a walk-in HIV testing clinic at Metro on Tues and Fri Deairius – At Central Outreach I created a campaign for black women and PReP. If you have any locations that need any testing or screening, let me know.
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Adjournment	Meeting was adjourned by Christy Nicholls at 6:58 pm.
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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: Wednesday, February 18, 2026 - 5:30-7:00 PM	
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