



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 13th, 2011

Start Time: 12:06 p.m.

End Time: 1:30 p.m.

Location: Burroughs Community Center

Presiding Chair: Beverly Leach

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on:

1. Minutes from Planning Council on 4/15/11
2. FY 2010 Part A Carryover Request
3. FY 2010 MAI Carryover Request
4. AOMC Standard of Care
5. MCM Standard of Care
6. EIS Standard of Care

(1.0) Moment of Silence

Co-Chair Beverly Leach called the meeting to order at 12:06 p.m. She led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

(2.0) Introductions

Beverly explained to all in attendance the importance of the Council members to state “conflicts as listed on the sign in sheet”. By doing so makes the voting process transparent to everyone. Council members introduced themselves by stating town they are from and if they hold a leadership position on the Council.

(3.0) Welcome, Overview, Meeting Objectives and Co-Chair Announcements

Beverly asked everyone to silence electronic devices. She also reminded everyone that this is a business meeting and open to the public, so members of press or others could attend. She cautioned participants to be judicious regarding their HIV status and/or with Person Health Information (PHI). She welcomed all members and asked council members and guests to introduce themselves and state any affiliation.

Co Chair Announcements:

- HRSA Project Officer rescheduled to Thursday, May 18th
- Reviewed the Committee Co-Chair selection process (committee discusses vacancy, names are selected and forwarded to Executive Committee and Council Co-Chairs appoint Committee Co-Chair)
- The Council Co-Chairs thanked Bob Sideleau and Charlotte Burch for their service as Committee Co-Chairs

(4.0) Public Comment

- None

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the April 15th, 2011 minutes for accuracy.

(5.2) Joanne Montgomery motioned to approve the minutes. Adaline DeMarrais seconded the motion.

(5.3) The Council minutes were approved without corrections. *(Please see attached voting sheet detail for all Planning Council votes)*



(6.0) Planning Council Committee Reports

(6.a) Membership Finance Committee

Adaline DeMarrais gave the following Membership/Finance Committee report:

1. Co-Chair Announcements:
 - a. Bob has resigned as Co-Chair of Mem/Fi due to work conflicts. The committee will need to discuss a new Co-Chair at June's meeting. Recommendations are forwarded to Executive for review and discussion. The Council Co-Chairs make the final appointment.
2. Reviewed Membership/Finance PCAT
 - a. Committee is on track based on the FY 2011 PCAT
3. Reviewed Planning Council Feedback
 - a. April Feedback was good. Staff talked to the Greek Olive about logistics/issues.
4. Reviewed Planning Council Reflectiveness
 - a. PC's target for non-conflicted consumers is 32%--our goal is 33%. Still seeking Hispanics and non-aligned consumer as well as Medicaid rep. Recommend Council Co-Chairs get involved.
5. Reviewed Planning Council Attendance
 - a. Per the Council's by-laws, each member should not miss 4 committee meetings and 4 Planning Council meetings before they are removed from the Council. Two members are aware they have missed three meetings.
6. Membership Recruitment and Retention Plans
 - a. Discussed Community Info Session #5 (Danbury)
 - i. Adaline thanked Caesar and Roberta for putting on a great community forum in Danbury
 - ii. There were 14 consumers who participated in the Danbury forum
 - iii. The Community Forum feedback was very good.
 - iv. Dot exercise from all regions will be used in SPA's 2012 Priority Setting and Resource Allocation process
 - v. Bob and Tom K held a Consumer involvement forum and offered to use their session in New Haven as a replacement for Community Info Session #4, which was poorly attended. M/F recommended that SPA use Bob and Tom K's consumer data in place of CF #4 (which had 9 consumers). M/F recommended SPA accept the higher consumer participation forum
7. Reviewed of Membership Applications
 - a. No applications to review at this time. One application was received but several pages were missing. Staff will work with the Ryan White Office to contact the agency that submitted the application to get the necessary information.
8. Develop Recruitment plan to maintain EMA's epidemic reflectiveness
 - a. Discussed three options: 1) focusing on Hispanic Unidos 2) Region 5 and 3) Bridgeport agencies (Adaline)
9. Carry over request discussion
 - a. The committee received carry over amounts from the Ryan White Office. The amounts are as follows: Part A Formula- \$57, 351.70 Minority AIDS Initiative-\$58, 933.79.
 - i. Motion #1: The M/F committee moves that the FY 2010 Minority AIDS Initiative carryover, in the amount of \$58,933.78 be allocated to Early Intervention Services and divided equally among the Eligible Metropolitan Area's (EMA) five regions. Comes from committee and does not need a second. *(Please see attached voting sheet detail for all Planning Council votes)*



- ii. Motion #2: The M/F committee moves that the FY 2010 Part A Formula carryover, in the amount of \$57,351.70, be allocated to Ambulatory Outpatient Medical Care, specifically Laboratory Services, and divided equally among the Eligible Metropolitan Area's (EMA) five regions. Comes from committee and does not need a second. *(Please see attached voting sheet detail for all Planning Council votes)*

10. Next meeting will be Thursday, June 2 at Burroughs Community Center from noon to 2 p.m.

(6.b) Strategic Planning & Assessment Committee

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. Reviewed the current grant year Planning Council Activity timeline.
 1. The committee is on track based on the assigned work activities
2. Thanked the QI committee, Brian and Tracy Kulik in particular, for supplying SPA with quality improvement data for use in the PSRA process.
3. Develop 2012 Priority Setting and Resource Allocation Process
 1. The committee received a recommendation from Mem/Fi to use Bob and Tom K's New Haven consumer forum data in place of Community Forum #4. Committee agreed to use the larger consumer participation feedback to inform FY 2012 Priority Setting
 2. Committee reviewed the FY 2011 Resource Allocation data sets. For FY 2012 the committee will use the following data sets to inform the EMA's Resource Allocation:
 1. Ryan White Parts B,C,D, F and Special Projects of National Significance (SPNS)
 2. DMHAS
 3. Minority AIDS Initiative
 4. Housing Opportunities for People with AIDS (HOPWA)
 5. Dept of State Services
 6. Substance Abuse and Mental Health Services Administration (SAMHSA)
 7. Connecticut Medicaid
 8. LIA
4. Reviewed and Discussed the EIIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies.
 1. Most of the 9 strategies are completed or in process
 2. Staff has conducted 51 high risk surveys at Recovery Network of Programs substance abuse treatment facility
5. Needs Assessment Activity
 1. Discussed the process to conduct an Out of Care (no CD4, Viral Load or ART w/I the past 6-12 months) Needs Assessment to inform FY 2012 PSRA. Due to partial grant award, timing of OOC NA will be determined once the RWO receives the full award. MIGHT NOT occur if the EMA receives a cut in funding.
6. Next meeting will be Thursday, June 2nd from 2 p.m. to 4 p.m. at Burroughs Community Center in Bridgeport

(6.c) Quality Improvement Committee

Brian Kuerze gave the following Quality Improvement report. The Committee discussed the following:

1. Ambulatory Outpatient Medical Care - to be compliant with US Public Health Services Guidelines (require specific reference to minimum of 2 HIV medical visits within a year, more precise wording on Viral Load tests, also 2 per year, and documentation of existence of a co-infection (HIV: Hepatitis C) treatment protocol *MOTION* : *A motion was made to incorporate two changes (specifics on viral load and inclusion of a HIV: Hepatitis C co-infection protocol) to the AOMC Standard to be compliant with US Public Health Service guidelines (reference of 2*



Leif Mitchell & Beverly Leach, Co-Chairs

or more HIV medical visits per year is already included). (Please see attached voting sheet detail for all Planning Council votes)

2. Medical Case Management - revisions at state level to include more cultural competency, training requirements and Partner Notification documentation. Deleted New Haven EMA requirement of documenting two of 7 current Health Maintenance indicators (Cancer History and Smoking Cessation) although these remain in the Assessment form. The other five are captured through CAREWare and available to community-based MCMs through data sharing. *MOTION: A motion was made to include the changes recommended by the Statewide MCM group (1. Inclusion of Partner Notification 2. Increased cultural competency 3. Increased training) and to specifically delete two of the seven New Haven EMA specific Health Maintenance indicators (1. Cancer history 2. Smoking Cessation). The five remaining Health Maintenance indicators are captured through CAREWare and can be accessed by community-based MCMs through data sharing. The two deleted indicators will remain in the Assessment, but are difficult for all MCM to obtain. (Please see attached voting sheet detail for all Planning Council votes)*

3. Approved and forwarding Pilot Standard of Care for Early Intervention Services : *MOTION : To adopt the pilot Early Intervention Services Standard of Care to be used to track utilization in compliance with HRSA mandates in 2011 and refine this Standard for full use in 2012. (Please see attached voting sheet detail for all Planning Council votes)*

4. Discussed National HIV/AIDS strategy – detailed discussion in June QIC meeting.

5. Discussed 2011 Focused QM Site Visits to include four services with in-depth data capture: AOMC, EIS (pilot), MCM and Housing (all referenced in National HIV/AIDS Strategy). Ensured that HIV/AIDS Bureau (HAB) performance measures and National HIV/AIDS Strategy goals are referenced in Chart Audit Tools for these Standards of Care. For the June QIC meeting, focus will be on new HRSA Program Monitoring Standards (PMS) and integration into all Service Chart Audit Tools.

6. Reviewing possible candidates for QI Committee Co-Chair

7. Next meeting is Friday, June 3rd from noon to 2 p.m. at Burroughs Community Center.

Beverly Leach stated that committee meetings were the “meat and potatoes” of the Council—it is where most if not all of the work gets accomplished.

(7.0) Grantee Report

Tom Butcher reported:

1. No notice of grant award yet. There is a HRSA conference call with Part A grantees on 5/17/11 and Notice of Grant award is on the agenda. I will let the Council know what I find out.
 - a. Tom Butcher said it is his expectation that all services for People Living with HIV/AIDS to continue but unfortunately, he cannot mandate it.
2. No guidance on Progress Report
3. Thanked the Planning Council for the FY 2010 Carry Over requests

Gail Glenn reported:

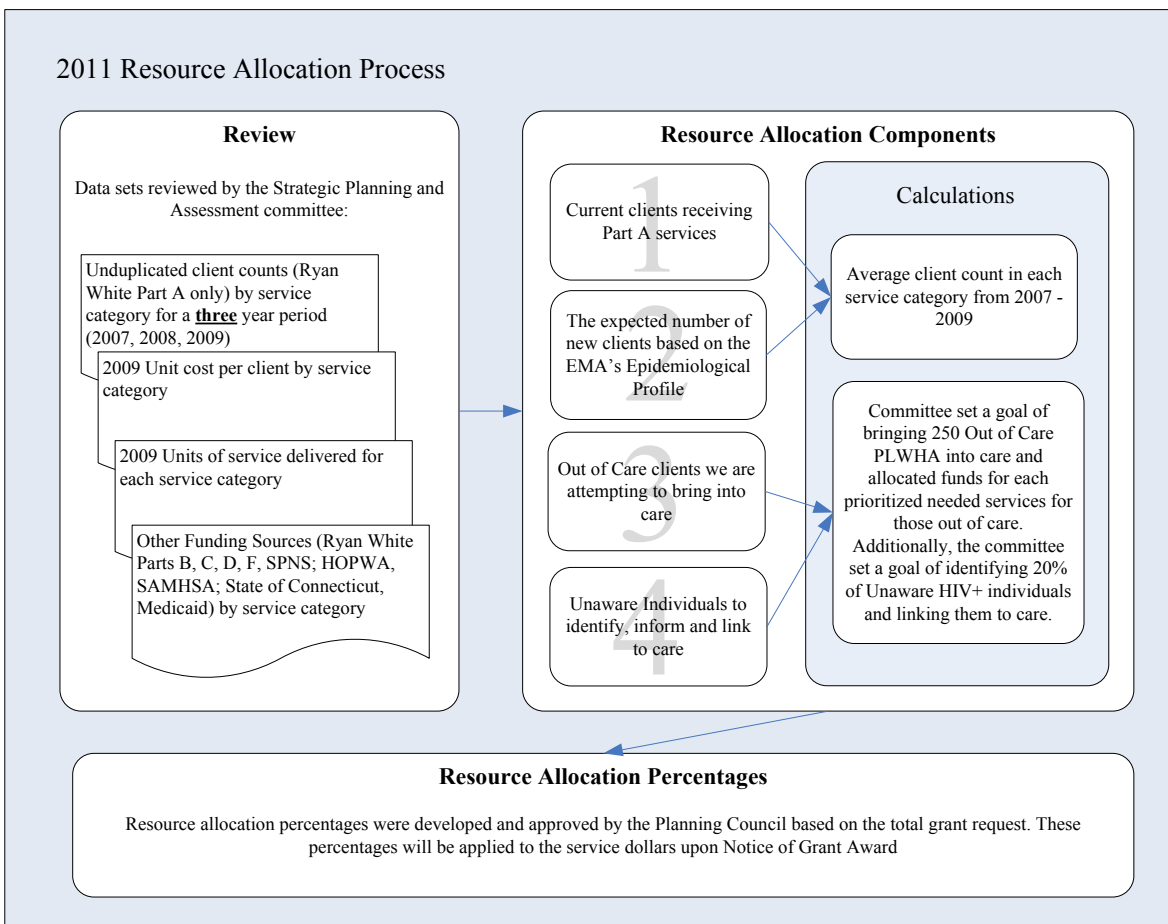
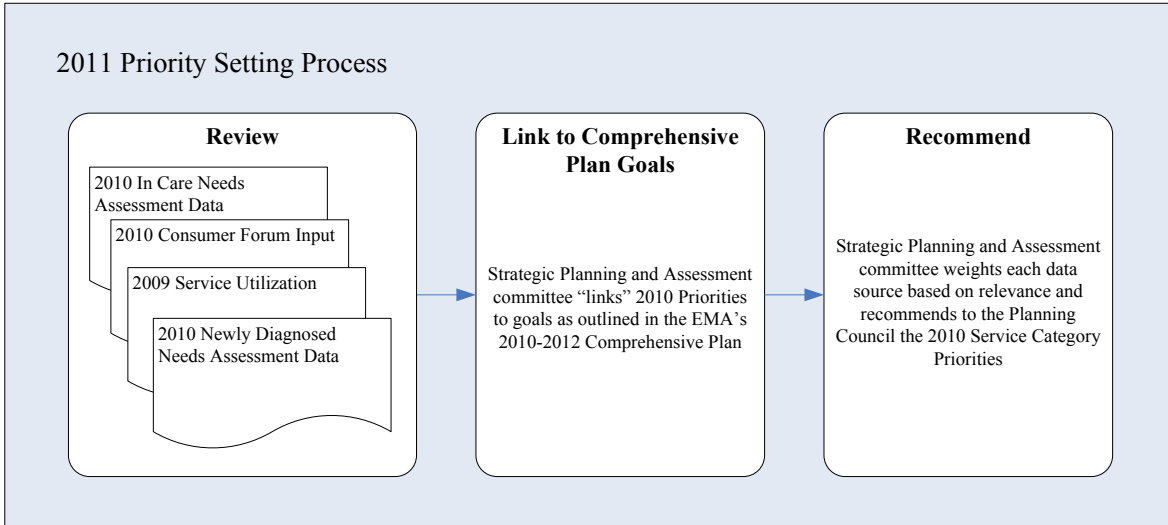


Leif Mitchell & Beverly Leach, Co-Chairs

1. Contract update: Region 4 is executed. Region 3 will be executed next week. Regions 1,2 and 5 are at the Mayor's office waiting for signature.

(8.0) New/Old Business

a. Council Training- Roberta reviewed the FY 2011 Priority Setting and Resource Allocation process utilizing the following graphic:



Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

(9.0) Public Comment

- None

(10.0) Announcements

- Ken provided an update on Homeless Services
- Recovery recently had their 600th admittance since last October
- Red Night Out in Bridgeport is 5/20 and benefits the Client Emergency Fund
- Leif thanked everyone who organized for the AIDS Awareness Day at the Capitol
- AIDS Life Campaign is 5/24 from 12-2 in Meriden

(11.0) Planning Council Feedback

All members and guests are encouraged to complete this survey.

(12.0) Adjournment

Beverly thanked everyone for their participation in today's meeting and asked everyone to please take a moment to fill out feedback forms and return them to staff. The meeting was adjourned at 1:30

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

¹Planning Council Meeting Attendance Record-2011

	Council Member	1/14	2/18	3/11	4/15	5/13	6/10	7/15	8/12	9/9	10/14	11/11	12/9
1.	Ric Browne			X	X	X							
2.	Charlotte Burch	A	X	X	X	X							
3.	Brian Datcher		X	A	X	A							
4.	Adaline DeMarrais	X	A	X	A	X							
5.	Thomas Kidder			X	X	X							
6.	Heidi Jenkins				X	X							
7.	Brian Kuerze	X	X	X	X	X							
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X							
9.	Ronald Lee	X	X	A	X	A							
10.	Jennifer Loschiavo	X	X	X	A	A							
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	X	X							
12.	Caesar Moffett, Jr.	X	X	X	X	X							
13.	Ken Teel	X	X	X	X	X							
14.	Kenneth McCoy	A	A	A	X	A							
15.	Krystle Moore	X	X	X	X	A							
16.	Joanne Montgomery	X	A	X	X	X							
17.	Clara Ramos	A	X	X	A	A							
18.	Christine Romanik	X	X	X	X	X							
19.	Gabrielle Rosa	X	X	X	X	A							
20.	Robert Sideleau	X	A	X	X	A							
21.	Roberta Stewart	X	X	X	X	X							
22.	Dennis Torres	X	X	X	X	A							
	Ryan White Office	X	X	X	X	X							
	Planning Council Staff	X	X	X	X	X							
	% of Council present:	84%	79%	81%	81%	60%							

Guests:

¹ Note: Council Members must not miss more than four Council meetings per year regardless of reason.



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Voting Record

	Council Member	April Minutes	FY 2010 Part A Carryover	FY 2010 MAI Carryover	AOMC Standard of Care	MCM Standard of Care	EIS Standard of Care
1.	Charlotte Burch	Y	Y	Y	Y	Y	Y
2.	Brian Datcher	NP	NP	NP	NP	NP	NP
3.	Adaline DeMarrais	AB	Y	Y	Y	Y	Y
4.	Heidi Jenkins	Y	Y	Y	Y	Y	Y
5.	Tom Kidder	Y	Y	Y	Y	Y	Y
6.	Brian Kuerze	Y	AB	AB	AB	AB	AB
7.	<i>Beverly Leach PC Co-Chair</i>	AB	AB	AB	AB	AB	AB
8.	Ronald Lee	NP	NP	NP	NP	NP	NP
9.	Jennifer Loschiavo	NP	NP	NP	NP	NP	NP
10.	<i>Leif Mitchell PC Co-Chair</i>	Y	AB	AB	Y	Y	Y
11.	Caesar Moffett, Jr.	Y	Y	Y	Y	Y	Y
12.	Ken Teel	Y	Y	Y	Y	Y	Y
13.	Kenneth McCoy	NP	NP	NP	NP	NP	NP
14.	Krystle Moore	NP	NP	NP	NP	NP	NP
15.	Joanne Montgomery	Y	AB	AB	Y	Y	Y
16.	Clara Ramos	NP	NP	NP	NP	NP	NP
17.	Christine Romanik	Y	Y	Y	Y	Y	Y
18.	Gabrielle Rosa	NP	NP	NP	NP	NP	NP
19.	Robert Sideleau	NP	NP	NP	NP	NP	NP
20.	Roberta Stewart	Y	AB	AB	Y	Y	Y
21.	Dennis Torres	NP	NP	NP	NP	NP	NP

Y= YES N=NO AB=ABSTENTION NP=NOT PRESENT