

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee
Meeting Minutes**

Meeting Date: Thursday, July 14th, 2011
Start Time: 12:07 p.m.
End Time: 1:35 p.m.
Location: The Greek Olive
Presiding Chair: Leif Mitchell
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Minutes of June 9th, 2011 Executive Committee meeting
- Joint M/F and SPA Committee meeting to address increased funding scenarios

Attendance Record - 2011

	Council Member	1/13	2/17	3/10	4/14	5/12	6/9	7/14	8/11	9/8	10/13	11/17	12/8
1.	Adaline DeMarrais (Membership/Finance Co-Chair)	A	X	X	X	X	A	X					
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	X	X	X	X	X					
3.	<i>Beverly Leach PC Co- Chair</i>	X	X	X	X	X	X	A					
4.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X	X	X	X					
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)								X				
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A					
7.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X					
8.	Ken Teel (Quality Improvement Co-Chair)								X				
	Ryan White Office	X	X	X	X	X	A	X					
	Planning Council Staff	X	X	X	X	X	X	X					
	% of Committee present:	75%	75%	75%	100%	100%	83%	75%					

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:07 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.



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(2.0) Welcome and Introduction

Leif welcomed two new Co-Chairs to the Executive Committee: Caesar Moffet, Jr, Co-Chair of Membership/Finance and Ken Teel, Co-Chair of Quality Improvement. Leif also announced that Council Co-Chair Beverly Leach wasn't feeling very well and to keep her in your thoughts. Also, SPA Co-Chair Joanne Montgomery is doing well after minor surgery. Executive Committee members introduced themselves.

(3.0) Co-Chair Announcements

- a. Staff provided an update on the HRSA project officer call that was held on June 16th. Staff provided Brittany Bovenizer with an update of Council activities, in particular two questions regarding service category definitions (Substance Abuse Outpatient and Medical Transportation). Brittany also provided an update on her efforts to get a Medicaid rep appointed to the Council.

(4.0) Approval of June 9th, Meeting Summary

Adaline DeMarrais moved that the minutes of the Executive Committee meeting be approved. Brian Kuerze seconded the motion.

For: DeMarrais, Kuerze, Stewart

Against: None

Abstain: Moffett, Mitchell, Teel

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Adaline DeMarrais gave the following Membership/Finance Committee report:

1. The Committee welcomed Caesar Moffett, Jr. as the new Committee Co-Chair
2. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the July work activities assigned to the committee.
3. The Committee reviewed the Planning Council feedback from June. The feedback was very strong. The only negative comments were based on the room layout and the use of the podium. Staff will work with the Greek Olive on the August PC meeting arrangements based on PC feedback. Council members had very positive feedback with regard to the Priority Setting training led by Joanne Montgomery.
4. The Committee reviewed the Planning Council reflectiveness. The Council is at 32% non-conflicted consumer with a goal of 33%. The Council is still seeking a Medicaid representative as well as Hispanic; Male and non-conflicted consumers. Staff reported discussing the Medicaid vacancy with our Project Officer. HRSA will write a letter to the Chief Elected Official (New Haven Mayor John DeStefano) emphasizing the importance of having a Medicaid rep on the Council.
5. The Committee reviewed the Planning Council attendance. One member has missed 4 Planning Council meetings. Per the Council's By-Laws, on the fifth absence of either committee meetings



Leif Mitchell & Beverly Leach, Co-Chairs

- or Planning Council meetings, the member is discharged from the Council. Several other Council members have three absences and they have been notified of the need to attend meetings.
6. The Committee reviewed three membership applications. The M/F Committee will bring Kenneth Cousar's application before the Council.
 7. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness
 - a. Staff has arranged a Community Forum for Thursday, August 11th at 1:30 p.m. at Hispanos Unidos in Meriden.
 8. The Committee reviewed the Assessment of the Administrative Agent tool. The Grantee is working on the information. The Executive Committee will review the data once it comes in.
 9. Finally, the Committee received a Grantee report from Tom Butcher which included a 1st Quarter Expenditure report
 10. Next meeting is Thursday, August 4th from Noon to 2 p.m. at Burroughs Community Center in Bridgeport

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the July work activities assigned to the committee.
2. The Committee spent most of the meeting reviewing service category definitions. Tracy Kulik of Collaborative Research did a tremendous job comparing our current service category definitions with the new HRSA definitions. The Committee reviewed 7 Core Services (Ambulatory Outpatient Medical Care, Early Intervention Services, Health Insurance Premium/Cost Sharing Assistance, Medical Case Management, Mental Health Services, Oral Health Services and Substance Abuse-Outpatient services) and 5 Support Services (Emergency Financial Assistance, Food Bank/Home Delivered Meals, Housing Assistance, Medical Transportation and Substance Abuse-Inpatient Services) definitions. The committee compared the EMA's current definition to HRSA's newly issued (April 2011) service category definitions. In most instances, the committee felt the HRSA definition was the better one and adopted HRSA's. The PC Co-Chairs sent two questions to our Project Officer—one about Substance Abuse Services Outpatient and the other about Medical Transportation.
3. The Committee asked staff to request an Epidemiology update from DPH as the latest version is not on the DPH website. Staff has requested an updated Epi Profile from DPH and as of today, has not received one. Staff will ask again.
4. The Committee discussed the Early Intervention Service Model review. At this time, there isn't data to review as the program outcomes are waiting full funding from the federal government
5. The Committee reviewed the Early Identification of Individuals with HIV/AIDS (EIIHA) strategies. All are either completed or in process. The Committee will review and update EIIHA strategies in the fall.
6. The Committee is waiting for final funding from HRSA to determine the Needs Assessment activity
7. Next meeting is Thursday, August 4th from 2-4 p.m. at Burroughs Community Center



Leif Mitchell & Beverly Leach, Co-Chairs

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement report:

1. Review of six (6) special populations for 2012 Grant Application. Decision to stay with current six populations but detail by sub-group related to National HIV/AIDS Strategy
 - i. African American – young MSM
 - ii. Aged
 - iii. Foreign Born
 - iv. IDU – study substance use non-IDU (crystal meth, etc.)
 - v. Latino/a
 - vi. MSM – Young (20-24) MSM of Color (African American, Latino)
2. Status of HIV: HCV pod to start in July
 - i. Collection of existing HIV:HCV co-infection protocols among AOMC (14 AOMC providers, as of Monday, 6/27/11; 7 report protocol, 3 have supplied latest version) – decision to meet starting Mon, July 25 with 2 meetings (Mon, July 25 and Mon, Aug. 2nd) then break and re-meet in September)
 - ii. Review of recent articles related to HIV and HCV
 - iii. Incidence of HCV
 - iv. New medications for HCV (Boceprivir and Telaprivir)
 - v. Other jurisdiction's integration of HIV and HCV treatment¹ and potential impact for New Haven-Fairfield Counties EMA and other service categories:
 1. EIS
 2. MCM
 3. SA OP and IP treatment
- b. Review of data elements within HIV: HCV protocol against Minimum Data Set (as provided by Andrea Lombard, CT DPH)
 - i. Two HIV/AIDS Bureau (HAB) measures
 1. HCV Screening on all PLWHA
 2. HBV Vaccination on all PLWHA
 - ii. Alcohol Counseling for all HAV, HBV, HCV positive PLWHA
 - iii. For HCV+, documentation of Linkage to HCV care
3. Next meeting is Friday, August 5th, from Noon- 2 p.m. at Burroughs Community Center

(6.0) Grantees' Report

Tom Butcher reported:

1. The EMA has received the Notice of Grant Award totaling \$7,669,057, representing a \$442,000 increase over last year
2. Regional Leads have until 7/22/11 to submit revised budgets based on the NGA
3. All regional leads have 6 month contracts in place so the Ryan White Office will have to go quickly to amend the current contracts before the City of New Haven procurement system shuts down for the month of September.

¹ Iowa Department of Health tracking tool for HIV and HCV tests, counseling and for HAV & HBV-immunizations.



Leif Mitchell & Beverly Leach, Co-Chairs

4. Ken Teel suggested a joint M/F and SPA meeting to develop a re-allocation strategy/plan to address and plan for increased funding. Brian Kuerze made a motion to create a joint M/F + SPA meeting to address increases in funding. Adaline DeMarrais seconded the motion.

For: DeMarrais, Kuerze, Moffett, Stewart, Teel

Against: None

Abstain: Mitchell

(7.0) New/Old Business

- b. Review of PCAT
 - i. The Committee reviewed the Executive Committee PCAT and determined the committee is on track with assigned work duties
- c. Executive Committee Meeting time and date
 - i. The Executive Committee decided to move the Executive Committee to the day of Planning Council for a trial two months. The next Executive Committee Meeting will be Friday, August 12th from 10 a.m. to 11:30 at The Greek Olive in New Haven, just prior to the Planning Council meeting. Staff will alert the New Haven City Clerk, update the website and inform Burroughs and The Greek Olive as to the new schedule.
- d. Review of Planning Council Agenda
 - i. The Committee reviewed the June 10th, 2011 Planning Council agenda for accuracy
- e. Planning Council Training review and discussion
 - i. This month's training will cover the EMA's funding analysis and be given by PC staff.

(8.0) Planning Council Committee meetings

- MF – Thursday, August 4th Noon- 2 p.m. (Bridgeport)
- SPA –Thursday, August 4th 2 p.m.-4 p.m. (Bridgeport)
- QI –Friday, August 5th, Noon-2 p.m. (Bridgeport)
- Community Forum #6-Meriden at Hispanos Unidos 1:30-3 p.m.
- Executive – Friday, August 12th, 10 a.m. to 11:30 a.m. (New Haven)
- Planning Council- Friday, August 12th, Noon-2 p.m. (New Haven)

(9.0) Announcements

- None

(10.0) Adjournment

The meeting adjourned at 1:35 p.m.