

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee

Meeting Summary

Meeting Date: Friday, March 9th, 2012
Start Time: 10:50 a.m.
End Time: 11:25 a.m.
Location: Burroughs
Presiding Chair: Beverly Leach
Recorder: Kyle Linnemeyer

Summary of Committee Business Votes

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 10:50 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Beverly Leach welcomed everybody with introductions following.

(3.0) Co-Chair Announcements

There were no Co-Chair announcements

(4.0) Approval of February 10th, 2012 Meeting Summary

There were no votes on February's Executive Council minutes because a Quorum was not present. There needed to be at least 5 executive planning council members present and there were only 4 executive planning council members present.

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffet, Jr. gave the following Membership/Finance Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from January. The feedback was good as was public feedback to the PC's Open House But there was concern voiced about the perception that some consumer issues are 'turfed' to local Consortia, and resultant frustration. The Executive Committee discussed this issue and decided that during the Planning Council meetings there will not be a public comment in the beginning, the public comment at the end will be a question and answer session. This will be going to the SPA Committee to put into the By-Laws. It was also recommended that lead agencies of each region be at the Planning Council meeting at least once a quarter.
3. The Committee reviewed Planning Council reflectiveness. The Council is at 35% non-conflicted consumer with a goal of 33%. The Council is still seeking a Medicaid representative and Hispanic; Male and non-conflicted consumers. Recent membership applications were discussed regarding compliance with meeting attendance. One application was determined to be met and a motion made to forward this to Planning Council for approval.
4. For Membership Recruitment Campaign the Planning Council is planning an open house in Waterbury in November and will try to attract the Hispanic population
5. Membership Application Process
 - a. There was a motion made to move two applications forward.
 - i. Applicants need to attend one Planning Council Meeting and one Committee Meeting.
 - b. The M/F Committee made a motion to move One application to the Council for vote.



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- c. A motion was made to SPA to put into By-laws that an applicant is deemed to be eligible if they live within the EMA or fulfill a HRSA Mandate, such as a Medicaid Representative.
7. M/F reviewed the Planning Council Feedback Form from February 10, 2012 Planning Council Meeting. The M/F Committee felt that during public comment questions weren't getting answered. A motion has been made to the Executive Committee to find out a better idea of how we can answer questions and resolve issues that are brought up during public comment
8. A motion was made that it is the Executive Committee that provides Membership Training, not the Membership/Finance Committee. It currently shows in the PCAT that providing Membership Training belongs to the Membership/Finance Committee.
9. The Committee was informed about the FULL Notice of Grant Award (NGA) by Gail Glenn from the Ryan White Office. Contracts will be finalized with Lead Agencies.
10. The next meeting is Thursday, April 5th from noon to 2 p.m. at Burroughs

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart presented 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 work activities assigned to the committee.
2. The Committee discussed a referred issue from the Membership/Finance Committee to "Close the current loophole in the Bylaws that fails to require EMA residency for eligibility for Planning Council membership." Since this issue was not discussed as the total set of revisions to the Bylaws, SPA moved to delay full approval of the revised Bylaws to April so that all changes can be voted on at that meeting.
3. SPA reviewed the status of the Comprehensive Strategic Plan Update for 2012-2015. Discussion occurred about Evaluation of the four (4) Goals and twelve (12) Objectives in the current (2009-2011) Comprehensive Plan. The four goals were determined to still be applicable, but a request was made to revise Refine Goal 2, update Goal 3 to reflect the National HIV/AIDS Strategy and replace two Objectives for Goal 4 to reflect updated issues as follows;

2009-2011 CSP: 2012-15	DESCRIPTION
Goal 1	INCREASE ACCESS TO CARE
A.	Increase access to services by 5% for PLWHA in New Haven
B.	Reduce lag time from positive diagnosis to care entry by 10% per year
Goal 2	REDUCE OR ELIMINATE DISPARITIES
A.	Reduce Out of Care for Special Populations by 2% and examine Unmet Need
B	Address Mental Health & Substance Abuse Issues
B.	Reduce further spread of HIV Infections



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2009-2011 CSP: 2012-15	DESCRIPTION
Goal 3	CONTINUALLY IMPROVE QUALITY OF SERVICES PROVIDED IN CONTINUUM OF CARE
A	Use Population Specific Continua of Care
B	Focus on Interaction among Core Services
C	Ensure Co-Location of Key Services
D	Intensively support Medical Case Management
A.	Increase # of people who know their serostatus
B.	Increase % of newly diagnosed entering HIV medical care w/in 3 months of HIV diagnosis
C.	Increase % of PLWHA in continuous care (at least 2 visits for routine HIV medical care in last year at least 3 months apart)
D.	Increase the number of Ryan White clients with permanent housing
E.	Increase proportion of HIV diagnosed with undetectable viral load with focus on diagnosed gay & bisexual men, Hispanics and Latinos
Goal 4	COST-EFFECTIVE SERVICE DELIVERY AT CLIENT LEVEL
A.	Review Service Utilization Data
B	Evaluate Core & Support Services Ratios
B.	Identify and Reduce Duplication/Overlap of Services
C.	Analyze Service Categories for expanded definition of Unmet Need* with Identification of Barriers for Specific Affected Populations (Undocumented (Uninsured vs. Uninsurable, and those between 300-400% of the Federal Poverty Level)

* Unmet Need expanded to include consumer inability to access service—a) capacity issue b) waiting list c) eligibility d) funds timing

- The SPA Committee made a motion to the Council to change the service definition of housing. The Committee decided to add information stating that funds could be used for first month's rent, past due rent, but not used for security deposits. Documentation must also be provided that Ryan White is the payer of last resort.
- The next meeting is Thursday, April 5th from 2 p.m. to 4 p.m. at Burroughs.

c. QUALITY IMPROVEMENT

Kyle Linnemeyer presented the following Quality Improvement Committee report:

- The Quality Improvement Plan for 2012 was developed and finalized with a focus on Standard of Care compliance, tracking some elements of the National HIV/AIDS Strategy and monitoring success with five (5) HIV/AIDS Bureau (HAB) performance measures (out of a total of 43).
- QI Committee reviewed the comprehensive format for Updated Standards of Care with a sample of Oral Health (core service) and Housing (support service) in advance of April's meeting to update all Core services and May's update of Support services.
- The QI Committee was informed of their work responsibility in updating the 2012-2015 Comprehensive Strategic Plan (NHAS, data on Care Status, Pathways to Care-Care Entry and more detail on Unmet Need—see SPA discussion)
- The next meeting is Thursday, April 12th from Noon to 2 p.m. at Burroughs.**

(6.0) Grantee's Office Reports

Tom Butcher will present today at the Planning Council meeting that the EMA received a complete Federal award this year with funding in full and he will go over the allocation of the funds within the EMA.

(7.0) New/Old Business

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- a. Review of Planning Council Agenda- the committee reviewed the Planning Council agenda and determined it was good.
- b. Planning Council Training- At today's PC meeting, the training will be on Ryan White 101: Planning Council Responsibilities.

(8.0) Planning Council Committee Meetings (Bridgeport)

- M/F – Thursday, April 5th, Noon-2 p.m.
- SPA – Thursday, April 5th, 2 p.m. – 4 p.m.
- QI – Thursday, April 12th, Noon-2 p.m.
- Executive – Friday, April 13th, 10:30 a.m. to 11:30 a.m. (New Haven)
- Planning Council – Friday, April 13th, Noon to 2 p.m. (New Haven)

(9.0) Announcements – There were no announcements.

(10.0) Adjournment - The meeting adjourned at 11:25 a.m.

Executive Committee Attendance												
Council Member	January	February	March	April	May	July	August	September	October	November	Absences	
Adaline DeMarrais (M/F)	X	ABSENT	ABSENT									
Brian Kuerze (QI)	X	X	ABSENT									
Beverly Leach (Council Co-Chair)	X	X	X									
Caesar Moffett, Jr. (M/F)	X	X	X									
Joanne Montgomery (SPA)	X	X	X									
Leif Mitchell (Council Co-Chair)	X	X	ABSENT									
Roberta Stewart (SPA)	X	X	X									
Ken Teel (QI)	X	X	ABSENT									