

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, February 10, 2012
Start Time: 12:10 p.m.
End Time: 1:30 p.m.
Location: The Greek Olive, New Haven, CT
Presiding Chair: Leif Mitchell
Recorder: Kyle Linnemeyer

Summary of Committee Business Votes

- Approval of Minutes from the January 13, 2012 meeting

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:10 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Leif Mitchell welcomed everyone and requested that all Planning Council, then attendees introduce themselves and their Planning Council leadership role.

(3.0) Co-Chair Announcements

Leif Mitchell announced that he had a meeting with Britney Bovenizer, who is the New Haven HAB Project Officer. He updated her about the Planning Council's current activities and they reviewed eligibility requirements to become a member in the EMA. The policy is being forwarded to M/F Committee.

(4.0) Public Comment-

There were issues with EFA money being available for utility payments.

(5.0) Approval of January 13, 2012 Meeting Summary

A motion to approve the minutes was made by Joanne Montgomery and seconded by Cedric Reid.

For: 13: Browne, Jenkins, Kidder, Kuerze, Leach, Moffett, Teel, Montgomery, Reid, Romanik, Sideleau, Stewart, and Torres

Against: None

Abstain: 2: Mitchell, Lyons

Not Present: Cousar, Contreras, Datcher, DeMarrais, Rosa

(6.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Leif Mitchell gave the following Membership/Finance Committee report:

1. The February 2, 2012 PCAT was reviewed and all items are on track
2. Planning Council Feedback from the Open House on January 13, 2012 was reviewed.
3. The Committee discussed the January Open House in Bridgeport. The Bridgeport Open House had 42 attendees, not including Planning Council members. As previously discussed, the feedback was very good from members of the public. The Committee agreed that targeted forums are the best idea to track new members.
4. The Committee reviewed Planning Council Reflectiveness. The council is currently comprised of 35% non-conflicted consumers with a goal of 33%. The council is still seeking a Medicaid representative as well as Hispanic: Male and non-conflicted consumers
5. The Committee reviewed current Membership Applications. There are five Planning Council applications.
6. The Committee reviewed the Membership Recruitment Plan. The Committee is considering having an Open House in the Waterbury Region to attract the Hispanic population.
7. The Committee received a report from the Ryan White Office.

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8. The next M/F meeting is scheduled for Thursday, March 1st, Noon to 2 p.m. in New Haven at the Greek Olive.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart presented the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that the SPA Committee is on track based on the work activities assigned to the Committee.
2. The Committee finalized the 2012 By-Laws.
 - a. Page 4: Detail that only 'eligible' applicants are forwarded (meet reflectiveness) and also states that transportation is provided to Committee meeting dependent on applicant request and available funding.
 - b. Page 6: Specifically state 2 year term for Committee Co-Chairs and that this term can be consecutive.
 - c. Page 11: Detail and Update responsibilities of Committees and sequence in same listing as page 10.
3. Finalize the 2012 PCAT
4. An update was given on the Comprehensive Plan with a draft to be reviewed at the March 1, 2012 SPA Committee
5. Staff relayed progress in conducting End of Year Studies.
 - a. MSM and Return to Care Surveys-Planning Council Funded
 - b. Foreign Born Focus Groups-Grantee funded
6. The next SPA meeting is scheduled for Thursday, March 1st, 2 p.m. to 4 p.m. in New Haven

c. QUALITY IMPROVEMENT

Brian Kuerze presented the following Quality Improvement Committee report:

1. The Committee reviewed the Planning Council Activity Timeline, with determination that the QI Committee is on track.
 - a. QI reviewed the 2011 Accomplishments
 - b. The Committee confirmed the 2012 PCAT. It will be forwarded to the Planning Council for approval.
2. A discussion occurred about the draft of the HIV: Hepatitis C co-infection protocol.
 - a. There were concerns about consumers undergoing treatment while currently experiencing mental health issues. A mental health decision tree was placed equivalent to a substance abuse screen in the revised treatment algorithm.
 - b. The display of the Hepatitis Algorithm was resequenced to be presented first, followed by the Roles and Responsibility listing of involved service categories including HIV medical care, medical case management, substance abuse and mental health providers.
3. Development of a Quality Improvement Plan will occur at the March 2nd QI Committee meeting followed by the start of revisions to all Standards of Care including updates from Public Health Services (US PHS) guidelines, HIV/AIDS Bureau performance measures and the recently approved HIV: Hepatitis C co-infection protocol. Core services will be reviewed in March and Support services in April.
4. The next QI meeting is scheduled for Friday, March 2nd, Noon-2 p.m. **in Bridgeport (due to the Greek Olive over-scheduling another function).**

(7.0) Grantee's Office Reports

Tom Butcher presented the following

- 2012 will be a year for data. The Ryan White Office will send out a series of questions to the Lead Agencies for contract renewal purposes. These questions explore what they were able to do with funding compared with what they wanted to do. These questions will also examine how providers currently use data.
- Specific review will occur on how providers use funds for housing. The intent of Housing under RW Part A is to pay for first month's rent but it was recently determined that some Regions are

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using it to pay for rent in arrears. The Ryan White Office will reinforce HRSA's definition of Housing Assistance (vs. HOPWA's) to clarify appropriate use of these funds.

- The Ryan White Office discussed the priority of a Medicaid Certification Program.
- The EMA anticipates receiving a Notice of Grant Award (NOGA) in full on or before the start of the Fiscal Year.
- Tom emphasized the importance of QI, with focus on alignment between QI and compliance/monitoring fiscal program standards.

(8.0) New/Old Business-Leif Mitchell mentioned that the meetings in April have shifted around due to conflicts with Good Friday, and that there are no meetings in June or December.

(9.0) Public Comment –The investigation of CVS in Stratford on Boston Avenue is that there is no legal action we can take, but Joanne suggested that consumers stop using the services at that CVS. There are some Issues of communication between consumers and providers about what is available. There are concerns about veterans who are looking for care, resulting in their going to several places before going to the right place to get the care they need.

(10.0) Announcements

1. Joanne Montgomery mentioned that Mid-Fairfield AIDS Project In Norwalk will host Quarterly Gay Bingo on Friday, February 10th at 6 p.m..
2. Andre Caban mentioned that CARC (Connecticut AIDS Resource Coalition) is providing a Mental Health First Aid course on Wednesday, February 22nd and Thursday February 23rd.
3. Ken Teel mentioned information about the Emergency Solutions Grants (ESG Grant). This grant focuses on rapid re-housing programs for the homelessness, better coordination of homeless housing, and collecting data in the Homeless Management Information System.
4. Leif Mitchell mentioned that AIDS Awareness Day will be held on Friday April 26th at the Capitol. Buses will be provided.

(11.0) Planning Council Feedback – Planning Council feedback forms were distributed, and upon completion were turned in.

(12.0) Adjournment - The meeting adjourned at 1:30 p.m.

Planning Council Committee Meetings

- MF – Thursday, March 1st, Noon-2 p.m. (New Haven)
- SPA – Thursday, March 1st, 2 p.m. – 4 p.m. (New Haven)
- QI – Friday, March 2nd, Noon-2 p.m. **(Bridgeport)**
- Executive – Friday, March 9th, 10:30 a.m. to 11:30 a.m. (Bridgeport)
- Planning Council – Friday, March 9th, Noon to 2 p.m. (Bridgeport)

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Attendance Record – 2012

	Council Member	1/13	2/10	3/9	4/13	5/11	7/13	8/10	9/14	10/12	11/9	12/14
1.	Ric Browne	Y	Y									
2.	Kenneth Cousar	NP	NP									
3.	Michael Contreras	Y	NP									
4.	Brian Datcher	Y	NP									
5.	Adaline DeMarrais	Y	NP									
6.	Heidi Jenkins	Y	Y									
7.	Tom Kidder	Y	Y									
8.	Brian Kuerze	Y	Y									
9.	<i>Beverly Leach PC Co-Chair</i>	Y	Y									
10.	Andrew Lyons	NP	Y									
11.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y									
12.	Caesar Moffett, Jr.	Y	Y									
13.	Ken Teel	Y	Y									
14.	Joanne Montgomery Co-Chair	Y	Y									
15.	Cedric Reid	Y	Y									
16.	Christine Romanik	Y	Y									
17.	Gabrielle Rosa	NP	NP									
18.	Robert Sideleau	Y	Y									
19.	Roberta Stewart Co-Chair	Y	Y									
20.	Dennis Torres	Y	Y									
	Ryan White Office	Y	Y									
	Planning Council Staff	Y	Y									
	% of Council present:	85%	75%									