



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee
Meeting Summary

Meeting Date: Friday, August 10th, 2012
Start Time: 10:35 a.m.
End Time: 11:36 a.m.
Location: The Greek Olive
Presiding Chair: Beverly Leach
Recorder: Virginia Thomas

Summary of Committee Business Votes

- Approval of Minutes from the July 20th meeting.

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 10:35 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 welcomed everyone and asked members to introduce themselves.

(3.0) Co-Chair Announcements

Beverly confirmed that there were no Co-Chair announcements.

(4.0) Approval of July 20th, 2012

A motion to approve the minutes was made by Roberta Stewart and seconded by Brian Kuerze. The following corrections are to be made:

- a) Brian Kuerze was not there in May meeting.
- b) Special Populations section needs to include MSM vs. IDU.

For: Caesar Moffet, Roberta Stewart, Brian Kuerze, Tom Butcher, Joanne Montgomery

Against: None

Abstain: Ortiz, Ruiz, Leach

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffet, Membership/Finance Co-Chair, gave the following report:

1. The PCAT was reviewed for August and all items were on track.
2. Jeff sent six questions to the Ryan White office for and those results will be presented today (August 10th) at the Planning Council meeting.
3. The Mayor is expected to attend the August 10th Planning Council Meeting later today.
4. Reviewed the Planning Council Feedback Form from July 20th, 2012 Planning Council Meeting. The Planning Council gave very positive feedback and Roberta received especially great feedback for her dedication and efforts recently.
5. The decision regarding PC membership will be delivered later in today's meeting.
6. The next Membership/Finance meeting will be September 6, 2012 from Noon to 2 p.m. at the Greek Olive Restaurant.

b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery 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 work activities assigned to the Committee.

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2. Joanne presented on the how grant allocations are to be divided by services categories based on priority of needs. She explained that this is the dream budget that the Ryan White office and Committees believe they could spend if granted the resources from HRSA.
 - a. Total amount of grant: \$8,226,391
 - b. Out of this amount, \$6,992,000 will go into direct care for clients, the remainder is used for Planning Council Support.
 - c. The cost trends over the past three years were also used to determine allocations from this grant.
 - d. Joanne also mentioned the possibility that HRSA will assess their eligibility to receive Minority AIDS Initiative Funding, a separate award on top of the grant they hope to receive listed above.
 - e. In the past year, due to the rapid re-allocation process, New Haven and Fairfield Counties were able to use 99.4% of their awarded funding for FY 2011- an incredible percentage. Unparalleled by most other grantees to have received awards of this nature.
 - f. The allocations as outlined by the EC will be put forward today in the PC meeting.
 - i. Questions: Brian asked if they want to restate issue of voting/conflicts for PC meeting later that day. Jeff pointed out that the vote later will be slated, meaning that everyone will vote on their entire allocation for the EMA versus each category one by one.
3. SPA's next meeting is on September 6th from 2 p.m. to 4 p.m. at The Greek Olive.

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement Committee report:

- 1) Minutes from July were approved.
- 2) Reviewed the status of the Site Visits currently in process: about half way done with last visit scheduled for August 17th.
 - a. Initial findings are very positive.
 - b. Will take better part of September to review findings
- 3) Tom Butcher came and discussed Administrative Assessment Mechanism in meeting and reviewed how QM, QI, and Collaborative Research processes work together to assess how to better meet the needs of PLWHA.
- 4) Next meeting is on Friday, September 7th, 2012 at the Greek Olive in New Haven, CT from Noon to 2 p.m.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- a)** Since a new Transitional Grant Area (Columbus, OH) emerged last minute, HRSA had to postpone the deadline for all grant applications to October 21st. This is great news considering the previous date was much earlier than usual and RW Office and CR are working together to produce a wonderful application.
- b)** CR team is working with QI, adherence, and program monitoring standards (program level stuff) and this should wrap up next week (with a few stragglers given some rescheduling).
 - (b.1)** Credit to CR staff: thorough and bringing new eye to agencies here. Rhonda comes from Part C grant world, Stacy is a nurse traditionally from Part B also looking a charts. This lends slightly different view and attention to detail which is good for new feedback.
 - (b.2)** Credit to providers: CR staff has been impressed by providers, there are always improvements to be made which is a part of the process, but great staff and caring group of individuals.
 - (b.3)** The nice thing here is that providers pull their own charts and CR is doing in depth look at the ones they pull.



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- (b.4) Joanne comments: she has been particularly impressed by CR staff, their background and having three people review charts instead of one means that their depth and attention to detail is great.
- c) Gail and her team have been doing Fiscal Reviews, and doing a great job as well. Initial findings are positive.

(7.0) New/Old Business

1. **a. Review of 2012 PCAT:** Jeff receives data from RW Office and turned it into the PowerPoint located on the agenda. Joanne will review the resource distribution today in PC meeting. Once this is voted on, the RW Office cannot change the allocation to services categories/regional leads.
 - a. Jeff reviewed slides which contained questions related to effectiveness of resource allocation. These questions are in place to measure effectiveness of system as well as act as a protective mechanism for when certain people like Tom Butcher or other staff member are replaced in the future. Since subcontractors are not technically contracted without payment, if measures are not in place to assure payment receipt, services are at risk for interruption. These assessment questions serve as boundaries and check/balance procedures to assure that services are not interrupted on the provider level due to slow resource allocation. Findings for current system:
 - i. Thirty day turnaround is federal requirement. The RW Office has been compliant with this requirement and turnaround is 9.45 days for leads to send checks to their subs on average.
 - ii. Tom Butcher has been attending continuum meetings and RW Office has been compliant with service category allocations.
 - iii. Money was well-spent this year (99.4%- almost unheard of with other grantees). This is largely attributed to fast reallocation process.
 - iv. While leads like Yale can afford to float their subcontractors and providers in the interim between receiving their payment and providing services, how do we make sure that other leads are financially solid so that their services are not interrupted if they have to wait longer to get paid? Jeff noted that while NH/FF is fastest TGA in the country that he knows of, this is a question worth spending more time on in future meetings.
 1. Questions: What happens if RW Office did not cut checks on time? Tom Butcher replied that the great thing about how this Planning Council and RW Office are set up is that when there is a problem on either side (RW or Leads not paying)- each side has access to the Mayor's Office who has authority to reinforce protocol. This is how the system stays in balance.
 - b. Roberta made motion for approving findings. Joanne seconded the motion.
 - i. All in favor, the motion carried.
 - ii. Abstained: Leach.
- b. Review Planning Council Agenda-** the committee reviewed the Planning Council agenda
- c. Provide Membership Training if necessary-** the committee discussed July's Planning Council training--it will be conducted by Roberta Stewart and cover the FY 2013 Priority Setting process with approval of FY 2013 service category priorities.

(8.0) Planning Council Committee Meetings (Bridgeport)

- MF – Thursday, September 6th, Noon-2 p.m. (The Greek Olive)
- SPA – Thursday, September 6th, 2 p.m. – 4 p.m. (The Greek Olive)
- QI – Friday, September 7th, Noon-2 p.m. (The Greek Olive)

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- Executive – Friday, September 14th, 10:30 a.m. to 11:30 a.m. (Burroughs Community Center)
- Planning Council – Friday, September 14th, Noon to 2 p.m. (Burroughs Community Center)

(9.0) Announcements –

1. Roberta is specifically interested in finding a way to address issues that the Committee places in the parking lot. How does the Committee effectively stay in tune with the changing needs of the PLWHA Community? Jeff and others discussed that the issue should go to Planning Council first, then be on the next agenda as business item for EC. After that, steps will be taken towards action.

a. Special note to consider: How do we reallocate funds if a subcontractor does not need a certain amount of money awarded for a specific reason (i.e. funds transferred from food provision to case management, etc.)

2. Decision concerning the new Co-Chair for the Membership/Finance committee was made and announced by Beverly Leach. After much discussion, Andrew Lyon has been named new Co-Chair for Membership/Finance. Kenny Cousar was encouraged to stay involved and commended on his application. Cousar contributed that this committee means a lot to him and he is excited to stay involved—he enjoyed the recent training in Waterbury as well.

(10.0) Adjournment - 11:36 a.m.

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Attendance Record - 2012

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Adaline DeMarras (Membership/Finance Co-Chair)	X	A	A	A	A	A	A			
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	A	X	X	A	X			
3.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X	X	X			
4.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	A	X	X	A			
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X	X	X	A	X			
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	A	X			
7.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X			
8.	Ken Teel (Quality Improvement Co-Chair)	X	X	A	X	X	A	X			
9.	Kenny Cousar						X	X			
10.	Andrew Lyons						X	A			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Committee present:	100%	88%	50%	75%	88%	50%				

Planning Council Staff in attendance: Alex Ortiz, Ray Ruiz Jr.