

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, August 10th, 2012
Start Time: 12:19 p.m.
End Time: 1:51 p.m.
Location: The Greek Olive
Presiding Chair: Beverly Leach
Recorder: Virginia Thomas

Summary of Committee Business Votes

- Approval of Minutes from the July 10th, 2012 meeting minutes
- Approval of Bob Sideleau as member of Planning Council
- FY 2013 Allocations
- Approval of Assessment of Administration Mechanism Findings

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 12:19 p.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 requested that all Planning Council and guests introduce themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(3.0) Co-Chair Announcements

There were no Co-Chair announcements.

(4.0) Public Comment—Bob Leavitt expressed interested in knowing more about CareWare input and how it was used to measure QI. The committee explained that QI meetings would be interested to hear his concerns and expressed that all are welcomed to those meetings with those types of questions.

(5.0) Approval of July 10th, 2012 Meeting Summary

A motion to approve the minutes was made by Roberta Stewart and seconded by Brian Kuerze. *(Please see attached voting record for voting detail).*

(6.0) Words by and Discussion with the Mayor, John DeStefano Jr.

Mayor DeStefano came to visit PC meeting. He wanted to show support and appreciation for all that the Planning Council, Ryan White Offices, and community members do create positive change in New Haven and Fairfield Counties with regards to those affected by HIV/AIDS. Key comments:

- a) Very impressed with everyone's efforts and professionalism
- b) Several Planning Council members took time to echo their appreciation for the existence of the Committee and the way in which the local government has been supportive of their work.
- c) Mayor expressed that the Planning Council is a model from which other groups learn in the community and public health arena. He expressed his dedication to keeping the PC for NH/FF Counties a leader across the state in how they do their work concerning HIV/AIDS and encouraged the Council to continue their great work.



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(7.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett, Membership/Finance committee member, gave the following Membership/Finance Committee report:

1. The PCAT was reviewed and all items were on track.
2. Jeff sent 6 questions to the RW Office and those results are to be presented later today.
3. Membership Applications: In the process of looking at applications for Medicaid representative for Planning Council.
4. Reviewed PC feedback from July 20th, Roberta received kudos for her presentation.
5. Andrew Lyons was appointed as the co-chair of the Membership/Finance.
6. The Grantee reported that site visits, both QI and fiscal are underway. The analysis of this information will be presented in the Fall.
7. **Caesar motioned that Bob Sideleau be approved for membership renewal Planning Council . This motion came from the Membership/Finance Committee, no 2nd needed.** Joanne commented that he is committed to the population, is a hard worker, and great critique of minutes. **All were in favor and Leach Abstained. (Please see attached voting record for voting detail).**
8. The next Membership/Finance meeting will be September 6th, 2012 from Noon to 2 p.m. at The Greek Olive.

b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The Committee met last Thurs. and 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 priorities were set a few months ago. This month, they discussed the overall amount which Joanne will present today. The amounts were based on last-month's value discussions. Tom Butcher will be asking HRSA for these amounts based on Service Category Definitions approved last meeting.
3. Reviewed grant request in packet for meeting. Joanne explained each section and that this was the dream budget for HRSA grant. The allocations were written as amounts and percentages. When the grant amount is awarded, the listed percentages will direct resource allocation process. Total percentages are 76% for core services and 24% for support. That does not include Early Intervention Services funding which would be covered by the Minority AIDS Initiative funding.
4. **Joanne motioned that the allocations for FY2013 be approved. This motion came from the Committee- no 2nd needed.**
 - a. Discussion:
 - i. How do these allocations compare to last year?
 1. Jeff: most have remained the same, some tweaked according to assessment allocation mechanism included in packet so as to better address changes in need of PLWHA.
 - ii. How do we measure the positive changes made after altering a system/certain allocations: recording this will be very important.
 1. Joanne mentioned that data sets change every year. They make their decisions based on hard data available. This allows easy comparison from year to year of changes.
 - iii. How will health care reform alter this allocation process?
 1. Since the actual legislation concerning health care reform has yet to be made, there is no way to act on it. Data-driven process—there is no data concerning that change yet, so there cannot be a reaction. Providing data analysis versus narratives is integral to federal funding.
 - b. **All in Favor: (Please see attached voting record for voting detail)**
 - c. **Abstained: Torres, Stewart, Leach, Cousar, Kuerze.**



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5. SPA's next meeting is on Thursday, September 6th, 2012 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. Met last Friday and reviewed progress of QI site visits. They are about half way done and should wrap up by August 17th. The preliminary feedback from CR team is positive. Some agencies reported feeling like it is a very thorough (microscope feel) audit, but that their feedback will be good. The analysis will be completed by the middle of fall.
2. Tom Butcher came to discuss QM and walked them through grant guidance; how QI, CR, and grant office work together.
3. Next meeting is on Friday, September 7th, 2012 at The Greek Olive in New Haven, CT from Noon to 2 p.m.

(8.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

1. Site visits should be done by next week (August 17th) with a few stragglers due to rescheduling.
2. Gail and RW Office intern, Zakia, have been doing fiscal site visits. (Today is Zakia's last day, and she received kudos for a great job). Gail and Ms. Greene are doing incredible and thorough work as well.
3. The grant application due date was officially postponed 30days due to a new TGA (Columbus, OH) that just emerged. Tom expressed thanks for approving resource allocations and for everyone's work as it informs the grant application process.
4. Submissions from leads and subcontractors to RW Office will have the same due date they have always had for this year.

(9.0) New/Old Business –Joanne reported the following about the 2012 Assessment of Administration Mechanism.

1. One of the tasks of EC is to review PCAT and to take a look at how things were done with the Assessment of Administration Mechanism. This ensures that actions were executed properly and according to Ryan White funding mandates. It measures how fast payment turnover is from lead regions to subcontractors so that services are not interrupted. Member/Finance came up with questions included in agenda packet, Joanne presented on their findings:
 - a. There is a 22 day turnaround on average currently
 - b. Contracts were delayed due to HRSA postponement, so timeliness of contract signing was not applicable this year.
 - c. RW Office was quick to reallocate funds, so the region spent 99.6% of its funds for FY 2012, which is incredible.
 - d. Charts show that reallocations were on target.
 - e. Resource allocation according to geographic distribution was followed and Tom Butcher attends HIV continuum care meetings. Through these meetings, he works with others to ensure that regions cooperate with one another and use resources in a manner that fits the needs of their populations.
 - f. The turnaround from leads to subcontractors is 9.45 days on average.
2. **Roberta made a motion coming from the Executive Committee to accept the above findings. Coming from Committee- no 2nd needed.**
 - a. Discussion:
 - i. Confirmation that HRSA restructured due to the issues that occurred in the past fiscal year with allocations.
 - ii. Tom Butcher added that the assessment mechanism is helpful in quick and effective resource allocation.
 - iii. Membership/Finance did a great job with this assessment.

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- b. **All in favor** (*Please see attached voting record for voting detail*) and motion was passed.
 - c. **Abstained: Leach**
 3. Roberta mentioned the importance of adding items to the agenda from the “Parking Lot”.
Ex:
 - a. What happens if a Lead moves money? How does information get passed to consumers and how do we return that information to the Council to understand impact?
 - b. How do we protect against interruptions in services? For example, if there are future issues related to HRSA, how do we maintain services?

(10.0) Public Comment – None

(11.0) Announcements – Dennis reported on information he had gathered on trends nation-wide.

1. Many conversations concerning the 25%/75% split of funding for PC support versus resources for core services and whether Planning Council is relevant or not.
2. Several conversations going on about whether the purpose of the Planning Council should be gap identification instead of resource allocation.
3. The sequestration process is a reality and we need to acknowledge it, figure out how to deal with it. (Penalty out of budget)
4. Changes are coming down the pipe concerning PC organization. We need to be prepared for these changes and have plans in place with how to deal with them.

(12.0) Planning Council Feedback –Jeff asked all participants to complete the PC Feedback forms and return them to Virginia.

(13.0) Adjournment - The meeting adjourned at 1:51 p.m.

Planning Council Committee Meetings (Bridgeport)

- MF – Thursday, August 2nd, Noon-2 p.m.
- SPA – Thursday, August 2nd, 2 p.m. – 4 p.m.
- QI – Friday, August 3rd, Noon-2 p.m.
- Executive – Friday, August 10th, 10:30 a.m. to 11:30 a.m. (New Haven)
- Planning Council – Friday, August, 10th, Noon to 2 p.m. (New Haven)

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	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	Y	Y	Y	Y	Y	Y	Y			
2.	Kenneth Cousar	NP	NP	NP	Y	Y	Y	Y			
3.	Brian Datcher	Y	NP	Y	Y	Y	Y	NP			
4.	Heidi Jenkins	Y	Y	Y	Y	Y	NP	NP			
5.	Tom Kidder	Y	Y	Y	Y	NP	Y	Y			
6.	Brian Kuerze Co-Chair (QI)	Y	Y	NP	Y	NP	Y	Y			
7.	<i>Beverly Leach PC Co-Chair</i>	Y	Y	Y	Y		Y	Y			
8.	Ronald Lee				Y	Y	Y	Y			
9.	Andrew Lyons	NP	Y	Y	Y	Y	Y	Y			
10.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y	NP	NP	Y	Y	NP			
11.	Caesar Moffett, Jr. Co-Chair (MF)	Y	Y	Y	Y	Y	NP	Y			
12.	Alex Ortiz					Y	NP	Y			
13.	Ken Teel Co-Chair (QI)	Y	Y	Y	Y	Y	NP	Y			
14.	Joanne Montgomery Co-Chair (SPA)	Y	Y	Y	Y	Y	NP	Y			
15.	Cedric Reid	Y	Y	NP	Y	NP	Y	NP			
16.	Christine Romanik	Y	Y	Y	Y	Y	NP	Y			
17.	Ray Ruiz Jr.					NP	NP	Y			
18.	Robert Sideleau	Y	Y	Y	Y	NP	Y	NP			
19.	Roberta Stewart Co-Chair (SPA)	Y	Y	Y	Y	Y	Y	Y			
20.	Dennis Torres	Y	Y	Y	NP	Y	Y	Y			
	Ryan White Office	Y	Y	Y	Y	Y	Y	Y			
	Planning Council Staff	Y	Y	Y	Y	Y	Y	Y			
	% of Council present:						65%				

Guests: Gail Glenn, John Souza, Tom Goldring, John DeStefano Jr., Andre Caban, Zakia Howell, Franklin Greene, DeShawn Graham, John Lieberman, Lakeisha Greene, Bob Leavitt,

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Voting Record – August 2012

Council Member	July Minutes	Robert Sideleau As PC Member	FY 2013 Allocations	Administrative Assessment Mechanism Findings
Ric Browne	Y	Y	Y	Y
Kenneth Cousar	Y	Y	AB	Y
Brian Datcher	NP	NP	NP	NP
Heidi Jenkins	NP	NP	NP	NP
Tom Kidder	Y	Y	Y	Y
Brian Kuerze Co-Chair (QI)	Y	Y	AB	Y
<i>Beverly Leach PC Co-Chair</i>	AB	AB	AB	AB
Ronald Lee	Y	Y	Y	Y
Andrew Lyons	Y	Y	Y	Y
<i>Leif Mitchell PC Co-Chair</i>	NP	NP	NP	NP
Caesar Moffett, Jr. Co-Chair (MF)	AB	Y	Y	Y
Alex Ortiz	AB	Y	Y	Y
Ken Teel Co-Chair (QI)	AB	Y	Y	Y
Joanne Montgomery Co-Chair (SPA)	AB	Y	Y	Y
Cedric Reid	NP	NP	NP	NP
Christine Romanik	AB	Y	Y	Y
Ray Ruiz Jr.	AB	Y	Y	Y
Robert Sideleau	NP	NP	NP	NP
Roberta Stewart Co-Chair (SPA)	Y	Y	AB	Y
Dennis Torres	Y	Y	AB	Y

Y=Yes; N=No; AB=Abstain; NP=Not Present