

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee

Meeting Summary

Meeting Date: Friday, July 20th, 2012
Start Time: 10:45 a.m.
End Time: 11:45 a.m.
Location: Burroughs Community Center
Presiding Chair: Leif Mitchell
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the May 11th meeting

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 10:45 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Leif welcomed everyone and asked members to introduce themselves.

(3.0) Co-Chair Announcements

Leif gave the following Co-Chair announcements:

1. Updated the Executive Committee on the meeting with the Mayor. At that mayor's meeting, the following items were discussed:
 - a. Medicaid Rep to the Planning Council. The Mayor will contact the DSS commissioner to see if he will appoint a rep (in process)
 - b. Mayor DeStefano discussed holding a Press Conference on Ryan White activities. Tom Butcher suggested the press conference might focus on Ryan White reauthorization.
 - c. The Mayor will attend the August Planning Council meeting
2. Discussed PC members keeping side conversations to a minimum (based on May's PC feedback).

(4.0) Approval of May 11th, 2012

A motion to approve the minutes was made by Roberta Stewart and seconded by Leach

For: Leach, Stewart

Against: None

Abstain: Kuerze, Mitchell, Cousar, Lyons

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Jeff Daniel, Planning Council Manager, gave the following Membership/Finance Committee report:

1. The PCAT was reviewed and all items were on track.
2. For Membership Recruitment Campaign the Planning Council is planning an open house in Waterbury in November and will try to attract PLWHA from the Hispanic population.
3. The Committee reviewed the Assessment of the Administrative Agency. The Mayor will be attendance for the August 10th PC meeting. This came about during a meeting between the Mayor, Beverly, Leif and Tom. Tom extended an invitation to the Mayor at that time and he accepted.
4. Membership Application – We had one new application and one renewal of application for the Planning Council. These applicants will both be contacted regarding their applications.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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5. Reviewed the Planning Council Feedback Form from May 11, 2012 Planning Council Meeting. There were comments made regarding Planning Council members talking while others were trying to hear the presentation at the meeting. Joanne received kudos regarding her presentation.
6. Analyzed PC membership for Federal Reflectiveness Mandate. We are still missing a Medicaid Representative and we have increased our Hispanic population with the new members approved and authorized by the Mayor of New Haven.
7. The informational sheet with commonly used acronyms and definitions was presented and it was agreed that this was a good start. This document will be laminated for use by each member at all committee meetings.
8. The Grantee reported FY2011 Carryover Funding Request that will be made. All of the 5 regions will receive an equal amount of these leftover funds from FY2010. Motion: The New Haven/Fairfield Counties Eligible Metropolitan Area (EMA) is requesting \$16,978.48 in estimated carryover funds from grant year 2011 for use in Primary Medical Care-Lab Services and Early Intervention Services.
9. The next Membership/Finance meeting will be August 3, 2012 from Noon to 2 p.m. at Burroughs Community Center

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 work activities assigned to the Committee.
2. SPA reviewed the Service Category Definitions document and made a motion to move this to Planning Council for approval.
3. SPA reviewed the Priorities for FY 2013 Grant Application document and made a motion to move this to Planning Council for approval.
4. There was a discussion on the Outpatient Substance Abuse Services section of the Service Category Definitions regarding Opiate Assisted Therapy. It was indicated that we may want to revisit this in the near future with changes in the ACA (Affordable Care Act) coming up.
5. There was also a discussion on the allocations made in the FY2013 Grant Application regarding Oral Health Services. These services seemed to be underfunded and we will take a look at what changes if any should be made.
 - a. Tom Butcher has asked the regional leases if a particular service is in need of translation services, based on the EMA's significant foreign born PLWHA population—we will include this in the FY 2013 grant application.
 - b. Roberta Stewart suggested the grantee and staff present an overview of the FY 2013 grant application after submittal.
6. SPA's next meeting is on Thursday, August 3, 2012 from 2 p.m. to 4 p.m. at Burroughs Community Center.

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement Committee report:

- 1) Reviewed the status of the Site Visits currently in process: started July 11th with last visit scheduled for August 17th. Data being collected using sampled review includes:
 - a. Standard of Care compliance for 12 service categories
 - b. HIV/AIDS Bureau performance measures for existing 5 indicators (AOMC) and 4 'pilot' indicators (Hepatitis B and C)
 - c. Compliance with HIV: HCV Co-Infection protocol
 - d. Updates with 100% chart review of Newly Diagnosed and Early Intervention Services (EIS) standard of care
- 2) Affirmed selection of the six (6) special populations based on the epidemiologic profile, needs assessment and other data (utilization, general health disparities)
 1. African Americans
 2. Aged

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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3. Heterosexual
 4. IDU
 5. Latino/a
 6. IDU
- 3) Next meeting is on Friday, August 3, 2012 at the Burroughs Community Center in Bridgeport, CT from Noon to 2 p.m.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- a) The Ryan White Office is busy conducting sub-grantee provider visits consisting of quality, fiscal and programmatic audits
- b) The Ryan White Office is working to complete Conditions of Award including the Planning Council's FY 2011 Carry Over request
- c) The Ryan White Office is working on Membership/Finance's data request for the FY 2011 Assessment of the Administrative Agency
- d) The FY 2013 HRSA Part A grant guidance has been released with a due date of September 21st, 2012.
- e) The EMA has a new HRSA project officer-transition call scheduled for July 23rd

(7.0) New/Old Business

1. **a. Reviewed Planning Council Training** The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that Executive was on track based on the work activities assigned to the Committee. The main work item is review of FY 2011 Assessment of the Administrative Agency.
- 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, 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)

(9.0) Announcements – none

(10.0) Adjournment - 11:45 a.m.

Attendance Record - 2012

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



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