

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

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## Executive Committee

### Meeting Summary

**Meeting Date:** Friday, October 12, 2012  
**Start Time:** 10:49 a.m.  
**End Time:** 11:58 a.m.  
**Location:** The Greek Olive  
**Presiding Chair:** Beverly Leach  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from the September 14, 2012 meeting.

#### (1.0) Moment of Silence

Beverly Leach called the meeting to order at 10:49 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

There were no announcements

#### (4.0) Approval of September 14, 2012 Minutes

A motion to approve the minutes was made by Roberta Stewart and seconded by Joanne Montgomery.

**For: (3)** Leif Mitchell, Caesar Moffett, Jr., Andrew Lyons

**Against:** None

**Abstain: (4)** Joanne Montgomery, Roberta Stewart, Ray Ruiz, Alex Ortiz

#### (5.0) Planning Council Committee Reports

##### a. MEMBERSHIP/FINANCE

Caesar Moffett, Jr., Membership/Finance Co-Chair, gave the following report:

1. The PCAT for October was reviewed and all items were on track.
2. Gail Glenn from Ryan White presented an Expenditures by Service Category report which listed the percentages of Ryan White funding spent in this last quarter and the total percentages spent in the first ½ of this fiscal year. Health Insurance and EFA were low but it was explained that these in these areas, other funding sources had been being used first but at this point, they will use more Ryan White dollars in the upcoming months. If these service categories remain low, then a budget revision will be done to allocate the excess monies elsewhere. EIS and MAI are both doing extremely well fiscal year to date with an expenditure percentage of 49.52%.
3. Membership Application – we have one membership application in process where the individual has one more meeting to attend to satisfy that requirement.
4. Reviewed the Planning Council Feedback Form from the September 6, 2012 Planning Council Meeting. Overall feedback was good. There was a great deal of positive feedback regarding the Heidi's presentation on the Partner Notification Program. There was also feedback in regards to new leadership for committees, new leadership training possibly and the term limits on how long a co-chair can hold that position.
5. We reviewed PC member attendance and everyone is doing well.

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6. Analyzed PC membership for Federal Reflectiveness Mandate. We are hopeful to have a new member of Planning Council who will fulfill our Medicaid Representative need. We also discussed the upcoming community forum in November. We are still waiting to hear back from Waterbury Hospital in regards to securing a date there.
7. The Grantee reported that they hope to have the grant application done by October 12, 2012 although it is not due until October 22, 2012. All site visit reports should be coming out shortly.
8. A request was made to have all meeting minutes e-mailed out to Planning Council members prior to the committee members to allow for more in depth review before approving the minutes. This will be done moving forward.
9. The next Membership/Finance meeting will be November 1, 2012 from 12:00pm to 2:00 p.m. at The Greek Olive.

## **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.
2. The Directives for FY2013 to the Ryan White office were discussed. It was decided to leave directives 1.1, 1.2, 2.2 and 2.3 the same as defined for FY2012. There will be small changes made to directive 1.3 in the title to read, "To prevent the potential conflict of interest in Ryan White Awards". Also directive 2.1 will be changed to include 'review of part A expenditures and service utilization' under the section of discussing topics. Planning council members were also added to the list that should be included in the planning group.
3. There was a review of the Comprehensive Plan Activities.
4. There was a discussion regarding the definition of the Service Category for Ambulatory/Outpatient Care. There is concern that this definition does not clearly state what the committee's intentions were. There will be research done into the Performance Monitoring Standards for this category to make sure the definition is correct.
5. SPA's next meeting is on Thursday, November 1, 2012 from 2 p.m. to 4 p.m. at The Greek Olive.

## **c. QUALITY IMPROVEMENT**

Tom Butcher gave the following Quality Improvement Committee report summary:

1. There were many recommendations made regarding technical assistance for all providers for their 2012 QI site visits with an emphasis on Early Intervention Services.
2. The next meeting is on Friday, November 2, 2012 at The Greek Olive in Bridgeport, CT from Noon to 2 p.m.

The following is a copy of the talking points that were sent summarizing that committee meeting:

- Brian Kuerze is nearing the end of his term as Co-Chair. All interested parties are encouraged to speak with Brian more about the possibility of serving as Co-Chair.
- The PCAT for October was reviewed and all tasks are on track.
- The following recommendations were made for Technical Assistance from the 2012 QI Site Visits:
  1. *First recommendation:* EIS program development with regard to Standards of Care should better show the initiatives of the Early Identification of Individuals with HIV/AIDS.
  2. *Second recommendation:* revise the Medical Case Management quality indicators to be specific to clinical indicators.

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3. *Third recommendation:* review and revise the Substance Abuse Standards of Care for frequency indicators that may not be applicable to certain therapies/treatments. Ex: methadone treatments do not necessarily have an end date.
  4. *Fourth recommendation:* Documentation. Review of mental health services documentation especially frequency of sessions, start/end times to each session, and session type. Better documentation of follow-up with initial plan or attempts to follow up.
  5. *Fifth recommendation:* A Medical Case Management Pod to review documentation of acuity, assessments and reassessments, and prioritizing needs and documentation of care plan with co-constructed goals with client.
  6. *Sixth recommendation:* Monitoring Tools. Ambulatory Outpatient Medical Care (see next page)
  7. System level recommendations were reviewed as part of the EIS program and Tom discussed these as an “overview” to present to the committee at a later time for approval.
  8. The request for approval of the recommendations for Technical Assistance and the addition of the 5 HAB measures to the monitoring tool for AOMC was submitted.
- The next meeting is on Friday, November 2, 2012 at the Greek Olive from Noon to 2 p.m.

## (5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- Grant Application is completed: 98 pages out of 100 possible pages are done and final. Tom will be doing a final review of all 98 pages on Monday and then submit it.
- 3 request for proposals are currently being worked on for Fiscal Year 2013

## (6.0) New/Old Business

- b. **Review 2012 PCAT-** The committee reviewed the PCAT and all items are on track.
- c. **Review Planning Council Agenda-** The committee reviewed the Planning Council agenda and determined that it was acceptable. There was concern that the executive committee is operating in an ‘automatic pilot’ mode. The idea to add a ‘Parking Lot/Bike Rack’ mechanism was discussed. This would allow for a holding area for all unanswered questions and issues and it was decided to implement this. It was decided that sub committees will bring forward unanswered questions to the ‘parking lot’ during the executive committee meeting under new and old business. The ‘Parking Lot/Bike Rack’ will also appear on the Planning Council agenda under the Co-Chair Announcements section.
- d. **Provide Membership Training if Necessary –** Leif will be giving an Epidemiology Update
- e. **Executive Committee Meeting Time –** The committee discussed changing the meeting time to an 11:00am start but it was decided that we keep that meeting time the same so we have enough time to fully discuss all the issues and not feel rushed.

## (8.0) Planning Council Committee Meetings

- a. MF – Thursday, November 1st, Noon- 2 p.m. (The Greek Olive)
- b. SPA –Thursday, November 1st, 2 p.m.-4 p.m. (The Greek Olive)
- c. QI –Friday, November 2nd, Noon-2 p.m. (The Greek Olive)
- d. Executive – Friday, November 9th, 10:30 a.m. to 11:30 a.m. (Burrough’s Community Center)
- e. Planning Council- Friday, November 9th, Noon-2 p.m. (Burrough’s Community Center)

## (9.0) Announcements – there were no announcements

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**(10.0) Adjournment - 11:58 a.m.**

**Attendance Record - 2012**

	<b>Council Member</b>	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov	
1.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	A	X	X	A	X	X	A		
2.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X	X	X	A	X		
3.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	A	X	X	A	X	X		
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X	X	X	A	X	X	X		
5.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	A	X	A	X		
6.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	A	X		
7.	Ken Teel (Quality Improvement Co-Chair)	X	X	A	X	X	A	X	X	A		
8.	Andrew Lyons (Membership/Finance CoChair)							X	A	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X	X		
	% of Committee present:	100%	88%	50%	75%	88%	50%	75%	63%	75%		

Planning Council members in attendance: Kenny Cousar, Ray Ruiz, Alex Ortiz