

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee

Meeting Summary

Meeting Date: Friday, November 9, 2012
Start Time: 10:40 a.m.
End Time: 11:40 a.m.
Location: The Burrough's Community Center
Presiding Chair: Leif Mitchell
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the October 12, 2012 meeting.

(1.0) Moment of Silence

Leif called the meeting to order at 10:40 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

There were no announcements

(4.0) Approval of October 12, 2012 Minutes

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

For: (5) Brian Kuerze, Beverly Leach, Leif Mitchell, Caesar Moffett, Jr., Roberta Stewart

Against: None

Abstain: (1) Andrew Lyons

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

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

1. The PCAT for November was reviewed and all items were on track.
2. The Consumer Forum will be held on December 6th at Waterbury Hospital from 1:00pm – 3:00pm. We will have Planning Council applications in both English and Spanish to hand out to interested people. We will also have our Ryan White Planning Council brochures in both English and Spanish as well.
3. Membership Application – we have one membership application in process where the individual has one more Planning Council meeting to attend to satisfy that requirement.
4. There is no Membership/Finance committee meeting in December. The next committee meeting will be January 3, 2013 from 12:00pm to 2:00 p.m. at The Burrough's Community Center.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. 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. The updated FY 2013 Directives were reviewed and will be moving to Planning Council for final approval.
3. The Planning Activity Timeline for FY2013 was evaluated.

The following items were added:

- Review Implementation of Healthcare Reform/ Re-authorization of the RW Care Act and its impact.
- Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information.
- Review Framework for PSRA
- Define One New Study
- Parking Lot

Item removed:

- Comprehensive Plan Activities

Other items were modified to more accurately reflect what was needed in FY2013

4. An item will be added to the January 2013 agenda to take a look at old data sets and how they worked. Then recommendations will be made that we can use for PSRA.
5. A discussion continued regarding the Outpatient/Ambulatory Medical Care definition under the Standards of Care from last meeting. It was determined that we to move this to the QI committee for them to update and keep consistent with the Definitions document.
6. There is no meeting in December. The next SPA meeting is on January 3rd, 2013 from 2 p.m. to 4 p.m. at The Burrough's Community Center

c. QUALITY IMPROVEMENT

Ken Teel gave the following Quality Improvement Committee report summary:

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1. The PCAT was reviewed, and QIC is on schedule.
2. **Two motions:** approval of the October 5, 2012 QIC Minutes and approval of revision of the AOMC Service Definition in the Standard of Care to match that approved by SPA.
3. PCAT topics for November to review:

2012 Site Visit findings (Standard of Care and Program Monitoring)

The EMA-wide score was a **93** (down from 96 in 2011 and 2010), with the most dramatic declines in AOMC (HIV Medical Care) from a 97 to an 89, in Medical Case Management from a 98 to an 89, and in Mental Health from a 96 to a 92.

A MCM pod will meet on November 15, 2012 to start to review: a) streamlining the Standard of Care where duplication occurs within indicators for this statewide Standard b) overlap of data collection for clinical indicators with HIV medical care and c) use and refinement of the Acuity Scale.

AOMC will host 2 teleconferences to review HIV/AIDS Bureau (HAB) performance measures that exist, were piloted in the 2012 Site Visits and those to be added in 2013.

Early Intervention Services (EIS) received its first quantitative score (Service Category in development the past two years) with an 89.

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Discussion centered on tightening the definition and Standard of Care for EIS, with an EIS Summit to occur in February, 2013. At that Summit, current contracted EIS providers, Outreach-Testing-Linkage (OTL) providers and Disease Intervention Specialists will convene to discuss this service.

HIV/AIDS Bureau Performance Measures

Scores for the five (5) existing and four (4) pilot HAB measures were reviewed.

The existing measures have dramatically improved, with only syphilis screens not above 80%. The four pilot measures show that progress needs to occur.

3) The next meeting is on Friday, January 4, 2013 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:

- The Grant Application was submitted on October 15, 2012.
- 3 RFPs are coming up in December for Planning Council Staff, QI and Services.
- The Management Information Specialist at Ryan White is working on customizing the CareWare software to better reflect what the providers are being asked to track in order to stay compliant.

(6.0) New/Old Business

- a. Review 2012 PCAT-** The committee reviewed the PCAT and all items are on track.
- b. Review Planning Council Agenda-** It was decided to remove this item from the Executive Agenda in the future
- c. Provide Membership Training if Necessary –** The FY2013 Directives document will be the training for today
- d. 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.
- e. Parking Lot Items –**
 - There was a discussion on the topic of where 'transgender' may fit in demographic sections of data that currently included male and female. There will be training session around transgender issues in either February or March. In the interim, there is a youtube video called Transgender Basics that was created for providers that all Planning Council members were encouraged to look at.
 - Best practices for getting consumers more involed in the local consortia. The Ryan White office will be asked to provide some clarity to the regional leads for incentives that can be used. Beverly spoke about the practices they use in Waterbury which seem to be successful.

(7.0) Planning Council Committee Meetings

ALL FUTURE MEETINGS WILL BE HELD AT THE BURROUGH'S COMMUNITY CENTER

- a. MF – Thursday, January 3rd, 12:00pm – 2:00pm (The Greek Olive)
- b. SPA –Thursday, January 3rd, 2:00pm – 4:00pm. (The Greek Olive)
- c. QI –Friday, January 4th, 12:00pm – 2:00pm (The Greek Olive)
- d. Executive – Friday, January 11th, 10:30 am to 11:30 am (Burrough's Community Center)
- e. Planning Council- Friday, January 11th, 12:00pm – 2:00pm. (Burrough's Community Center)

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(9.0) Announcements – there were no announcements

(10.0) Adjournment - 11:40 a.m.

Attendance Record - 2012

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

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