

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

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## Planning Council Meeting Minutes

**Meeting Date:** Friday, July 10<sup>th</sup>, 2012  
**Start Time:** 12:11 p.m.  
**End Time:** 1:09 p.m.  
**Location:** Burroughs Community Center  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Jeff Daniel

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### Summary of Committee Business Votes

- Approval of Minutes from the May 11<sup>th</sup>, 2012 meeting minutes
- FY 2011 Carryover Request
- FY 2013 Service Category Definitions
- FY 2013 Priorities

#### (1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:11 p.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 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

Leif welcomed guests and stated there are two opportunities, one at the start of the meeting and one at the end, exist for public comment. Leif also discussed the following items:

- Briefed the Council on the meeting with the Mayor of New Haven
- At the Mayor's meeting, the Co-Chairs discussed the Medicaid representative vacancy. Mayor DeStefano will send a letter to the DSS commissioner requesting a representative.
- Mayor DeStefano will attend the Planning Council meeting on Friday, August 10<sup>th</sup> in New Haven
- The Co-Chairs discussed with the Mayor the possibility of holding a press conference focused on the reauthorization of Ryan White
- We have received a letter from HRSA regarding the reorganization of the HIV/AIDS Bureau and that each project will receive a site visit in the near future.
- Adaline DeMarrais is no longer a Council member having missed 5 Executive Committee meetings. Leif thanked Adaline for her commitment and hard work on the Planning Council. The Membership/Finance Committee will discuss the Co-Chair vacancy at the August meeting.
- Based on May Planning Council feedback, please keep side conversations to a minimum.

#### (4.0) Public Comment—Maureen Wright from Leeway discussed the program's Residential Care Model which is a step-down transition to community based services

#### (5.0) Approval of December 9, 2011 Meeting Summary

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

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## (6.0) Planning Council Committee Reports

### a. MEMBERSHIP/FINANCE

Roberta Stewart, Membership/Finance committee member, 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 10<sup>th</sup> 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.
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. **Roberta Stewart made the following 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. Comes for Committee, no 2<sup>nd</sup> needed. (Please see attached voting record for voting detail).**
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. **Roberta Stewart made the following motion: Strategic Planning and Assessment makes a motion to approve the FY 2013 Service Category Definitions. Comes from Committee, no 2<sup>nd</sup> needed. (Please see attached voting record for voting detail).**
3. Roberta Stewart gave a training on the FY 2013 Priority Setting Process. The graphic highlighted: 1) Data Sets (n=7); the weighting of each of the data sets and the overall ranking based on data set weighting.
4. SPA determined the Priorities for FY 2013. **Roberta Stewart made the following motion: Strategic Planning and Assessment makes a motion to approve the FY 2013 Service Category Priorities. Comes from Committee, no 2<sup>nd</sup> needed. (Please see attached voting record for voting detail).** Leif Mitchell asked if the Council could see the Year-over-Year comparison. Ric Browne stated he thought the process was imperfect. Dennis Torres said that if Council members wanted to see the “nitty gritty” of the work, come to the committee meeting. Dennis also stated it was not a good idea to re-hash the committee’s work at the Planning Council meeting.
5. 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 re-visit this in the near future with changes in the ACA (Affordable Care Act) coming up.

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6. 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.
7. 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 11<sup>th</sup> with last visit scheduled for August 17<sup>th</sup>. 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
  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.

### (7.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

1. The Ryan White Office is busy conducting sub-grantee provider visits consisting of quality, fiscal and programmatic audits
2. The Ryan White Office is working to complete Conditions of Award including the Planning Council's FY 2011 Carry Over request
3. The Ryan White Office is working on Membership/Finance's data request for the FY 2011 Assessment of the Administrative Agency
4. The FY 2013 HRSA Part A grant guidance has been released with a due date of September 21<sup>st</sup>, 2012. This is much earlier than last year.
5. The EMA has a new HRSA project officer-transition call scheduled for July 23<sup>rd</sup>
6. The grantee participated in the Ryan White Re-Authorization Conference Call

### (8.0) New/Old Business –None

### (9.0) Public Comment – None

**(10.0) Announcements** – Major announcement regarded the date for the Bridgeport Consortium and Mildred Green's request for consumers to attend.

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**(11.0) Planning Council Feedback** –Leif asked all participants to complete the PC Feedback forms and return them to Jeff.

**(12.0) Adjournment** - The meeting adjourned at 1:09 p.m.

### Planning Council Committee Meetings (Bridgeport)

- MF – Thursday, August 2<sup>nd</sup>, Noon-2 p.m.
- SPA – Thursday, August 2<sup>nd</sup>, 2 p.m. – 4 p.m.
- QI – Friday, August 3<sup>rd</sup>, 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)

### Attendance Record – 2012

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

Guests: Andre Caban, Maureen Wright, Xindi Fang, Cam Crosby, Lorrie Wesoly

### Voting Record – July 2012

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<b>Council Member</b>	<b>May Minutes</b>	<b>FY 2011 Carryover Request</b>	<b>FY 2013 Service Category Definitions</b>	<b>FY 2013 Priorities</b>
Ric Browne	Y	Y	Y	AB
Kenneth Cousar	Y	Y	Y	Y
Brian Datcher	Y	Y	Y	Y
Heidi Jenkins	NP	NP	NP	NP
Tom Kidder	AB	Y	Y	Y
Brian Kuerze <b>Co-Chair (QI)</b>	AB	Y	Y	Y
<i>Beverly Leach PC Co-Chair</i>	Y	Y	Y	Y
Ronald Lee	Y	Y	Y	Y
Andrew Lyons	Y	Y	Y	Y
<i>Leif Mitchell PC Co-Chair</i>	AB	AB	AB	Y
Caesar Moffett, Jr. <b>Co-Chair (MF)</b>	NP	NP	NP	NP
Alex Ortiz	NP	NP	NP	NP
Ken Teel <b>Co-Chair (QI)</b>	NP	NP	NP	NP
Joanne Montgomery <b>Co-Chair (SPA)</b>	NP	NP	NP	NP
Cedric Reid	AB	Y	Y	Y
Christine Romanik	NP	NP	NP	NP
Ray Ruiz Jr.	NP	NP	NP	NP
Robert Sideleau	AB	Y	Y	Y
Roberta Stewart <b>Co-Chair (SPA)</b>	Y	Y	Y	Y
Dennis Torres	Y	Y	Y	Y

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