

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 12, 2012
Start Time: 12:11 p.m.
End Time: 1:37 p.m.
Location: The Greek Olive
Presiding Chair: Beverly Leach
Recorder: Sara Seaburg

Summary of Committee Business Votes

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

(1.0) Moment of Silence

Beverly Leach 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

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

In future Planning Council Agendas, a 'Parking Lot/Bike Rack' will be added to this area for questions and issues that need further follow up.

(4.0) Public Comment

A guest reported that there has been a problem getting incentives to consumers to get them involved and keep them informed in order to get them the resources they need. The following issue will be added to the Parking lot: Incentives to get consumers involved in the local consortia, are there best practices?

(5.0) Approval of September 14, 2012 Meeting Minutes

A motion to approve the minutes was made by Ric Browne and seconded by Bob Sideleau.

For: (13) – Ric Browne, Kenneth Cousar, Tom Kidder, Andrew Lyons, Leif Mitchell, Alex Ortiz, Ken Teel, Christine Romanik, Ray Ruiz, Jr., Caesar Moffett Jr., Bob Sideleau, John Sousa

Against: - none

Abstain: (6) – Brian Datcher, Ronald Lee, Beverly Leach, Joanne Montgomery, Roberta Stewart, Dennis Torres

(6.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett, Jr. gave the following Membership/Finance Committee 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%.

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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.
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

Ken Teel gave the following Quality Improvement Committee report summary:

There were many recommendations made for technical assistance in regards to the 2012 QI site visits of providers. A discussion took place on the topic of acuity and using the acuity scale for determining when a consumer is ready to transition between EIS and MCM. It was determined that this is a valuable discussion that the Quality Improvement committee should continue.

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:

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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.
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.

1. The next meeting is on Friday, November 2, 2012 at the Greek Olive from Noon to 2 p.m.

(8.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

1. 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.
2. 3 requests for proposals are currently being worked on for Fiscal Year 2013.

(9.0) New/Old Business

Leif Mitchell gave an Epidemiology update. While going over the demographic groupings, the question came up if 'transgender' should be added under the area of 'gender' which currently included male and female. It was decided that this topic will be included in the 'Parking Lot' which will appear on next month's agenda. There was also a discussion on working harder to identify the exposure category or risk factor. Currently there are approximately 27% of all cases where this is not identified. A discrepancy was found in the chart for regional allocations. The allocation amounts for Region 2, Waterbury and Region 4 Stamford/Norwalk were transposed. The description of the regional allocations was correct in stating that Region 2 gets 19% and Region 4 gets 16%.

(10.0) Announcements –

- Clinical Quality: What every consumer should know, this presentation will be given by Bob Sideleau on October 26, 2012 at New Opportunities in Waterbury at 11:30am
- There will be an AIDS Walk in Washington Square in Bridgeport on October 20, 2012
- The Red Ribbon Gala will be on November 30, 2012 at The Norwalk Inn
- Kenny Cousar encouraged everyone to vote

(11.0) Planning Council Feedback –Beverly asked all participants to complete the Planning Council Feedback forms and return them to Sara.

(12.0) Adjournment - The meeting adjourned at 1:37 p.m.

Planning Council Committee Meetings

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- 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 Council– 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)

Attendance Record – 2012

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	Y	Y	Y	Y	Y	Y	Y	Y	Y	
2.	Kenneth Cousar	NP	NP	NP	Y	Y	Y	Y	Y	Y	
3.	Brian Datcher	Y	NP	Y	Y	Y	Y	NP	Y	Y	
4.	Heidi Jenkins	Y	Y	Y	Y	Y	NP	NP	Y	NP	
5.	Tom Kidder	Y	Y	Y	Y	NP	Y	Y	Y	Y	
6.	Brian Kuerze Co-Chair (QI)	Y	Y	NP	Y	NP	Y	Y	Y	NP	
7.	<i>Beverly Leach PC Co-Chair</i>	Y	Y	Y	Y		Y	Y	NP	Y	
8.	Ronald Lee				Y	Y	Y	Y	NP	Y	
9.	Andrew Lyons	NP	Y	Y	Y	Y	Y	Y	Y	Y	
10.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y	NP	NP	Y	Y	NP	Y	Y	
11.	Caesar Moffett, Jr. Co-Chair (MF)	Y	Y	Y	Y	Y	NP	Y	Y	Y	
12.	Joanne Montgomery Co-Chair (SPA)	Y	Y	Y	Y	Y	NP	Y	NP	Y	
13.	Alex Ortiz					Y	NP	Y	Y	Y	
14.	Ken Teel Co-Chair (QI)	Y	Y	Y	Y	Y	NP	Y	Y	Y	
15.	Christine Romanik	Y	Y	Y	Y	Y	NP	Y	NP	Y	
16.	Ray Ruiz Jr.					NP	NP	Y	Y	Y	
17.	Robert Sideleau	Y	Y	Y	Y	NP	Y	NP	Y	Y	
18.	John Sousa									Y	
19.	Roberta Stewart Co-Chair (SPA)	Y	Y	Y	Y	Y	Y	Y	NP	Y	
20.	Dennis Torres	Y	Y	Y	NP	Y	Y	Y	NP	Y	
	Ryan White Office	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Planning Council Staff	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	% of Council present:	88%	88%	81%	88%	79%	65%	79%	68%	90%	

Guests: Rev. Alexandra Garber, Sylvia Mitchell, Cam Crosby, Nancy Moak, Tom Goldring