

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, January 11, 2013
Start Time: 12:00pm
End Time: 1:00pm
Location: The Burrough's Community Center
Presiding Chair: Leif Mitchell
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 9, 2012 meeting minutes

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:00 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

- Roberta has all of our well wishes for a speedy recovery
- Beverly 's son is sick and she will be staying with him out of state to help him with is recovery
- A call will take place with our new project officer Sera Morgan on Wednesday, January 16th at 3:00pm
- Leif asked that everyone please watch the transgender video on YouTube that was e-mailed out to all members before next months meeting. Transgender will be the topic for training.

(4.0) Parking Lot Issues:

- There is an open item that the SPA committee will address and include in their PSRA discussions regarding RW patients who are in need of services although the funding for those services has run out. The provider in some cases will provide those services at their own expense. This can be tracked through CareWare.

(5.0) Public Comment

There were no comments

(6.0) Approval of November 1, 2012 Meeting Minutes

A motion to approve the minutes was made by Ronald Lee and seconded by Joanne Montgomery.

For: (14) – Ric Browne, Tom Kidder, Andrew Lyons, Alex Ortiz, Ken Teel, Caesar Moffett Jr., Bob Sideleau, Brian Datcher, Ronald Lee, Joanne Montgomery, Dennis Torres, Heidi Jenkins, Christine Romanik, Brian Kuerze

Against: - none

Abstain: (1) – Leif Mitchell



(7.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Andrew Lyones gave the following Membership/Finance Committee report:

1. The PCAT for January was reviewed and all items were on track.
2. The Consumer Forum was held on December 6th at Waterbury Hospital from 1:00pm – 3:00pm. There were 25 attendees and 6 new member applications.
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. The PCAT was reviewed for Fiscal Year 2013 and the following items were added to the timeline:
5. Membership training will be in May and November
6. Consumer Forums will be in June and December
7. Carryover Request will be in November
8. The committee reviewed the attendance and all attendance was found to be accurate. Ric Browne has perfect Planning Council attendance. All attendance will be reset to start the New Year.
9. Analyze PC membership for federal reflectiveness mandate and we are still having trouble filling the medicaid position.
10. The grantee reported that they are submitting 3 rfps for services, planning council support and quality improvement. They also explained to the committee what is involved in the carryover request and that this year's carryover request in the amount of \$22,000 was made for labs.
11. The next meeting will be held on Thursday, February 7, 2012 at the Burrough's Community Center from 12:00pm – 2:00pm.
12. ALL future meetings will be held at the Burrough's Community Center from now on.
13. Also, a letter was received by an individual hoping to know about the Planning Council. We currently have their application on file

b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The minutes from November 1, 2012 were reviewed and approved.
2. 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
3. The Planning Activity Timeline for FY2013 was evaluated and now reflects more accurate time frames for tasks:
4. A discussion took place regarding 2013 PSRA and the 2 new needs assessments that were defined. The first will be with Newly Release and Previously Incarcerated Individuals and the second will be with MSM Youth (under the age of 24). Also, the method in which RW funds are allocated across all 5 regions will be looked at and evaluated. There will be research done to see if using Viral Load data along with what regions PLWHA are being treated can be used to determine the allocated funding instead.
5. The parking lot issue regarding people who are in need of RW services from an agency where there is no more RW funding available but who are receiving services anyway at the expense of the agency. These individuals are still captured in CareWare and there needs to be research done to evaluate this number and how it can be used regarding the 2013 PSRA.



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6. The 2012 By Laws were reviewed and it was determined that only minimal changes were necessary. Updating the dates to bring it current along with adding the 'Parking Lot' to the PC agenda listed on page 9 and 1 typographical error on page 2.
7. All future meetings will be held at The Burrough's Community Center.
8. The next SPA meeting will be held on February 7, 2013 from 2:00pm – 4:00pm.

Joanne Montgomery made a motion to accept the newly revised 2013 By-Laws document:

For: (14) – Ric Browne, Tom Kidder, Andrew Lyons, Alex Ortiz, Ken Teel, Caesar Moffett Jr., Bob Sideleau, Brian Datcher, Ronald Lee, Joanne Montgomery, Dennis Torres, Heidi Jenkins, Christine Romanik, Brian Kuerze

Against: - none

Abstain: (1) – Leif Mitchell

c. QUALITY IMPROVEMENT

Brian Datcher gave the following Quality Improvement Committee report summary:

1. The PCAT for January was reviewed and all items were on track.
2. The PCAT for 2013 was reviewed and all items and time frames were accurate.
3. The next meeting will be held on Friday, February 8, 2012 at the Burrough's Community Center from 12:00pm – 2:00pm.
4. ALL future meetings will be held at the Burrough's Community Center from now on.
5. The MCM Standards of Care POD Session began immediately after the committee meeting. Rhonda Stewart led the discussion for the providers who attended and they discussed the changes made to this document since the previous POD session and continued to talk about future revisions.

(8.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- The RFP for services has gone out to bid and is due back by February 5th
- The remaining 2 RFPs for Planning Council Support and Quality Improvement will be going out next week and are due back on February 19th.
- Tom requested help from the Executive Committee with reviewing the proposal's that will come back for Planning Council Support. Joanne and Leif offered their assistance.

(9.0) New/Old Business

- Summary of the All Grantee meeting:

Tom Butcher spoke about the All Grantee Meeting:

The All Grantee meeting is presented by HRSA and all Ryan White grantees are invited to attend this conference that includes financial, program management and administrative items that are involved in the Ryan White HIV/Aids program. In past conferences there was a clinical update piece which was not presented this year. Due to the Affordable Care Act and the upcoming Re-Authorization of RW, there were many moving parts and questions that were discussed. It was announced that all grants awarded this year will be awarded in 2 parts. Once the first installment of the award is given, it is not known when the remaining half will be distributed.



(10.0) Public Comment

- A question was asked if the carryover amount could be used for housing in the future regarding security deposits. It was explained that RW housing funds cannot be used for security at all, only for actual rent.

(11.0) Announcements –

- All attendees who are immune compromised were urged to get their flu vaccine along with the shingles vaccine due to extremely high cases being reported.
- The Connecticut Coalition to end Homelessness is conducting a street count that will be held on January 29, 2013. Volunteers are needed to help account for all individuals sheltered and unsheltered during this time.
- Prospect house is currently looking for volunteers.

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

(13.0) Adjournment - The meeting adjourned at 1:00pm

Planning Council Committee Meetings –

- a. MF – Thursday, February 7th, 12:00pm – 2:00pm
- b. SPA –Thursday, February 7th, 2:00pm – 4:00pm
- c. QI –Friday, February 8th, 12:00pm – 2:00pm
- d. Executive – Friday, February 15th, 10:30am - 11:30am
- e. Planning Council - Friday, February 15th, 12:00pm – 2:00pm

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Attendance Record – 2013

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	Y									
2.	Kenneth Cousar	NP									
3.	Brian Datcher (Co-Chair (QI))	Y									
4.	Heidi Jenkins	Y									
5.	Tom Kidder	Y									
6.	Brian Kuerze	Y									
7.	<i>Beverly Leach PC Co-Chair</i>	NP									
8.	Ronald Lee	Y									
9.	Andrew Lyons	Y									
10.	<i>Leif Mitchell PC Co-Chair</i>	Y									
11.	Caesar Moffett, Jr. Co-Chair (MF)	Y									
12.	Joanne Montgomery Co-Chair (SPA)	Y									
13.	Alex Ortiz	Y									
14.	Ken Teel Co-Chair (QI)	Y									
15.	Christine Romanik	Y									
16.	Ray Ruiz Jr.	NP									
17.	Robert Sideleau	Y									
18.	John Sousa	NP									
19.	Roberta Stewart Co-Chair (SPA)	NP									
20.	Dennis Torres	Y									
	Ryan White Office	Y									
	Planning Council Staff	Y									
	% of Council present:	75%									

Guests: Carmen Cruz, Peter Strohecker, Sylvia Mitchell, Cam Crosby, Heather Garofalo