



Planning Council Meeting Minutes

Meeting Date: Friday, April 12, 2013
Start Time: 12:07pm
End Time: 2:00 pm
Location: The Burrough's Community Center
Presiding Chair: Leif Mitchell
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the March 15, 2013 meeting minutes

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:07 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 introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(3.0) Co-Chair Announcements

- Leif reminded all attendees to not engage in side conversations when someone else is talking.
- It was announced that Andrew Lyons has been removed as Co-Chair of the Membership/Finance Committee by the Executive Committee. Andrew will receive a formal letter notifying him of this and words of encouragement for his return soon will be included.

(4.0) Parking Lot Issues

- CAREWare data quality management

(5.0) Public Comment

There were no comments made

(6.0) Approval of March 15, 2013 Meeting Minutes

A motion to approve the minutes was made by Ken Teel and seconded by Beverly Leach.

For: (11) – Brian Datcher, Heather Garofalo, Heidi Jenkins, Brian Kuerze, Beverly Leach, Ronald Lee, Caesar Moffett, Alex Ortiz, Christine Romanik, Roberta Stewart, Ken Teel

Against: - none

Abstain: (4) – Leif Mitchell, Ric Browne, Kenny Cousar, Dennis Torres



(7.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

1. The minutes from March 7, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. The May Consumer Forum will be held at the Circle Care Center in Norwalk on May 9th from 12:00pm – 2:00pm.
4. We currently have one renewal application for Planning Council. The individual needs to attend a committee meeting and Planning Council meeting to meet the requirements.
5. We have one application for Planning Council Co-Chair that was approved to be moved to the Planning Council for final approval.

Caesar Moffett made a motion to approve Robert Stewart as Co-Chair of the Planning Council

For: (15) – Brian Datcher, Heather Garofalo, Heidi Jenkins, Brian Kuerze, Beverly Leach, Ronald Lee, Caesar Moffett, Alex Ortiz, Christine Romanik, Ken Teel, Leif Mitchell, Ric Browne, Kenny Cousar, Dennis Torres

Against: - none

Abstain: (1) – Roberta Stewart

6. The Planning Council Feedback form was reviewed and the overall feedback was good. There was a comment regarding Planning Council members holding side conversations during presentations. This has been indicated several times on the feedback form over the last year so it was decided that Leif and Beverly will address these situations when they are happening.
7. The committee reviewed the attendance and all attendance was found to be accurate. It was decided to change the 'E' on the attendance to a 'WE' for weather event for excused absences due to inclement weather.
8. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and we are still having trouble filling the Medicaid position. Leif is continuing to work on this issue and trying to get a representative from DSS in Bridgeport. Cam Crosby did get approval from his agency to apply to the Planning Council. He would be able to help with Medicaid funding questions even though he wouldn't officially fulfill the Medicaid requirement we are in need of.
9. The Grantee reported having sent out award letters to providers based on the partial award received and now they are awaiting contracts based on this partial award. HRSA is conducting their site visit this week with the Ryan White office. There have been no expenditures to report at this time.



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The next meeting will be held on Thursday, May 2, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.

B. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. The minutes from March 7, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. A discussion took place regarding the Healthcare Reform and its impact to Ryan White. The topics of Medicaid Expansion with incentives offered for early application online were an area of interest as well as the spend down amounts that will be required for individuals earning more than \$500.00 per month.
4. Jeff also presented the results from the 2 new studies that were recently completed. Youth MSM and Previously Incarcerated and Recently Released.
5. Jeff presented on the Datasets/Needs for PRSA and it was determined that the committee will use a total of 9 datasets which include the 2 new studies that were done with Youth MSM and Previously Incarcerated and Recently Released. We also may want to add Case Management as a support service category. The thought is that the following service categories will be affected by Medicaid Expansion:
6. Medical Transportation, Outpatient Ambulatory Medical Care, Substance Abuse Outpatient/Inpatient, Mental Health, Oral Health, AIDS Pharmaceutical Assistance (Local)
7. The Parking Lot Issue of Directive 1.1 was discussed. This directive deals directly with the allocation of funds across all 5 regions in our EMA. The current methodology for calculating the allocation percentage is based on epidemiology profiles of individuals. The following are possible ways that the committee would like to see these percentages analyzed, CAREWare data, viral load mapping and there could be others that should be explored. Also, there was discussion that there would be a 'hold harmless' type of clause that the percentage of allocation would not change more than ____%. Perhaps a threshold of a mandatory minimum percentage that allocated to each region. You could figure out a cost per client for a specific service throughout the EMA. The committee would like to see this parking lot issue remain on each agenda until we work on the directives in October.
8. The next SPA meeting will be held on Thursday, May 2, 2013 from 2:00pm – 4:00pm.

c. QUALITY IMPROVEMENT

Brian Datcher gave the following Quality Improvement Committee Report:

1. Due to lack of a quorum, the minutes from January 4, 2013 could not be voted on. These will be voted on at May's meeting.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.



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3. Tracy gave a summary of the technical assistance site visits that were made. 18% of the agencies received agency specific technical assistance with onsite visits in November and December and then again in January and February.
4. Rhonda presented summary of all the revised Standards of Care for 2013. The Standards of Care for the EMA is a “living” document that reflects best practice methodologies, as well as HRSA program and monitoring requirements, necessary to provide quality services to PLWHA. These Standards are reviewed annually for updates and improvements where indicated. The summary included list of revisions made for FY2013 to ensure compliance with all program requirements, as well as increasing the EMAs efforts in providing continued excellent quality services.
5. Tracy and Rhonda presented the 2013 Quality Improvement Committee Plan and Goals. The New Haven/Fairfield Counties’ Ryan White Part A Eligible Metropolitan Area (EMA) systematically monitors, evaluates and continuously strives to improve the quality and delivery of HIV care and services provided to Ryan White Part A consumers in the EMA. This document lists in detail the committee’s plan. It will be posted on the Ryan White Planning Council website once approved.
6. May’s meeting will include a POD session for the Acuity Based Tool and its pilot dates will be determined.
7. The next meeting will be held on Friday, May 3, 2013 at the Burrough’s Community Center from 12:00pm – 2:00pm.

Dennis expressed concern regarding the changes to the MCM SOC document. He wants to make sure that the State Part B standards align with the newly updated SOC. Feedback should be sent back to Sara regarding the new DRAFT MCM SOC posted on the RW website.

(8.0) Grantee's Office Reports

Gail Franklin gave the following report:

- Contracts are moving forward, they are currently waiting for approvals before they go out to providers.
- The remaining amount of the partial reward has not come in yet.
- Contracts now will be based on the partial award.

Tom urged any provider who experiences service interruption for a client should contact him and he’ll pass this information along to the necessary individuals.

(8.0) New/Old Business

Tom Butcher, The Grantee – present this summary of the HRSA site visit

The history of this site visit is as follows. Two years ago HRSA was investigated for not properly monitoring all of its Grantees. This Grantee hadn’t had a site visit in 10 years and it was due. The focus of this visit was the ability of the Grantee to properly monitor its providers and provide proof of those monitoring standards. During is week HRSA visited providers, attended a consumer lunch, met with the Ryan White Planning Council

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Executive Committee and attended a Membership/Finance Committee meeting along with a Strategic Planning and Analysis Committee meeting.

(9.0) Public Comment

- No comments were made

(11.0) Announcements

- The New Haven Shambhala is starting a Buddhist meditation group for LGBT on Sundays.

(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 2:00pm

Planning Council Committee Meetings –

- . MF – Thursday, May 2, 12:00pm – 2:00pm
- a. SPA –Thursday, May 2, 2:00pm – 4:00pm
- b. QI –Friday, May 3, 12:00pm – 2:00pm
- c. Executive Committee – Friday, May 10, 10:30am – 11:30am
- d. Planning Council- Friday, May 10, 12:00pm – 2:00pm

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



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Attendance Record – 2013

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	X	X	A	X						
2.	Kenneth Cousar	A	A	A	X						
3.	Brian Datcher Co-Chair (QI)	X	X	X	X						
4.	Heather Garofalo	-	-	X	X						
5.	Heidi Jenkins	X	X	X	X						
6.	Tom Kidder	X	X	A	A						
7.	Brian Kuerze	X	X	X	X						
8.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X						
9.	Ronald Lee	X	X	X	X						
10.	Andrew Lyons	X	A	A	A						
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	X						
12.	Caesar Moffett, Jr. Co-Chair (MF)	X	X	X	X						
13.	Joanne Montgomery Co-Chair (SPA)	X	X	A	A						
14.	Alex Ortiz	X	X	X	X						
15.	Christine Romanik	X	A	X	X						
16.	Ray Ruiz Jr.	A	A	A	A						
17.	Robert Sideleau	X	A	A	A						
18.	John Sousa	A	A	A	A						
19.	Roberta Stewart Co-Chair (SPA)	A	A	X	X						
20.	Ken Teel Co-Chair (QI)	X	X	X	X						
21.	Dennis Torres	X	X	A	X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	75%	60%	52%	71%						

Guests: Jennifer Loschiavo, Cam Crosby, Tom Goldring, Greg Void, Poonam Sharma,