



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, May 10, 2013
Start Time: 10:46am
End Time: 11:29 am
Location: The Burrough's Community Center
Presiding Chair: Beverly Leach
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the April 12, 2013 meeting.

(1.0) Moment of Silence

Beverly called the meeting to order at 10:46am. 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 asked members to introduce themselves.

(3.0) Co-Chair Announcements

This will be Leif Mitchell's last Executive Committee meeting as he is leaving to take a position with Gilead and is moving to Boston.

(4.0) Approval of April 12, 2013 Minutes

A motion to approve the minutes was made by Roberta Stewart and seconded by Leif Mitchell.

For: (3) Mitchell, Stewart, Cousar

Against: None

Abstain: (1) Leach

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Leif Mitchell gave the following Membership/Finance Committee report:

- The minutes from April 4, 2013 were reviewed and approved.
- The committee is in need of a new co-chair. Ronald Lee expressed his interest in taking this on. We will talk further about this position at the Executive Committee meeting on May 10th.
- 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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- The May Consumer Forum will be held at the Circle Care Center in Norwalk on May 9th from 12:00pm – 2:00pm. The agenda will remain the same as the Waterbury Consumer forum and an overview of the Ryan White Planning Council Website will be added as well.
- A discussion took place regarding the PCAT activity, ‘Assist with Membership Recruitment Campaign’. Other ways to attract new Planning Council members was discussed and potential barriers that are keeping interested individuals away were also discussed.
- The topic of ‘Assist with the Administrative Mechanism’ was discussed and determined that we would follow up on this in July.
- There is one new Planning Council member application that was voted on and approved to move to the Planning Council for final approval.
- The Planning Council Feedback form was reviewed and the overall feedback was good. The question of ‘meeting location’ did not receive a very favorable score.
- The committee reviewed the attendance and all attendance was found to be accurate. Planning Council members have been notified by letter of their potential of being removed from Planning Council due to excessive absences.
- The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and because of the new Planning Council application being approved to move to Planning Council for final approval, we may have filled our Medicaid Representative requirement based on that approval.
- The Grantee presented the FY 2012 Year End Expenditure Report. 99% of all service dollars have been used and 100% of all EIS-MAI dollars have been used. There was a vote to apply for a carryover request for approximately \$38,000 which passed.
- The next meeting will be held on Thursday, July 12, 2013 at the Burrough’s Community Center from 12:00pm – 2:00pm.

A motion was made to move into executive session to discuss the open Membership/Finance Co-Chair position in which Ronald Lee has expressed interest by Roberta Stewart. It was seconded by Leif Mitchell.

For: (3) Mitchell, Stewart, Cousar

Against: None

Abstain: (1) Leach

Leif and Beverly discussed with the committee the topic of the new co-chair position open for the Membership/Finance Committee. They have decided that Ronald Lee will be the new co-chair of the Membership/Finance Committee and work with Caesar Moffett.

A motion was made to move out of executive session to discuss the open Membership/Finance Co-Chair position in which Ronald Lee has expressed interest by Roberta Stewart. It was seconded by Leif Mitchell.



For: (3) Mitchell, Stewart, Cousar

Against: None

Abstain: (1) Leach

Jeff presented a summary of the Consumer Forum that had taken place on May 9th at the Circle Care Center in Norwalk.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

- The minutes from April 4, 2013 were reviewed and approved.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- The Parking Lot Issue of Directive 1.1 was discussed at length. Jeff presented several reports which included data from CAREWare in order to determine if the current allocation percentages in each region were accurate. The committee decided after great discussion that the current allocations were to remain the same and that there would be no threshold of funds allowed to be moved by any provider between service categories. The practice of requesting a budget revision through the Grantee would remain in place in order to move funds.
- The next SPA meeting will be held on Thursday, July 11, 2013 from 2:00pm – 4:00pm.

c. QUALITY IMPROVEMENT

Leif Mitchell gave the following Quality Improvement Committee Report:

- The minutes from January 4, 2013 and April 5, 2012 were reviewed and approved.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- Rhonda Stewart presented all of the updated Standards of Care and all feedback that she had received. The updated Standards of Care with revisions were approved and will be moved to Planning Council for final approval.
- Rhonda Stewart 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. This document was approved by the committee and will be posted on the Ryan White Planning Council website.
- The committee discussed the following (3) areas: National HIV/AIDS Strategy ('NHAS') and New Haven-Fairfield Counties Performance, Agency Specific Plan-Do-Study-Act ('PDSA') initiatives and the focus of Standard of Care/Performance Measure Site Visits. All these areas will be discussed again once the provider chart audits are done over the summer and the results have been collated. At that time, the Grantee will be notified of



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any provider's in need of corrective action and technical assistance will be made available to the providers.

- A parking lot issue was added: Once a provider has received technical assistance regarding CAREWare, could the results of that technical assistance visit be made available?
- The next meeting will be held on Friday, July 12, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.
- The Acuity POD session convened at the adjournment of the QI committee meeting.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- He summarized the POD session that took place after the QI meeting regarding using the Acuity tool to help with EIS and MCM. Agencies who use both part A and part B funds have offered to 'pilot' this tool over the next few months. Their feedback will be heard in the fall.
- There has been no word on when they can expect the balance of the award.
- Their office is very close to having all contracts executed
- He is still working with the city on the job description for an MIS position in their office.
- No report has been received from HRSA regarding the outcome of their site visit.

(6.0) New/Old Business

• **Planning Council Training**

- Jeff will present a summary of the 2 Needs Assessment Studies that were done at the July Planning Council meeting.
- Jeff will also present the PSRA process in user friendly terms at the July Planning Council meeting.

• **Future Planning Council Trainings**

- August – Medicaid Expansion and Health Care Reform

• **Parking Lot Items**

There are no parking lot items

(7.0) Planning Council Committee Meetings

- a. MF – Thursday July 11, 12:00pm – 2:00pm
- a. SPA – Thursday, July 11, 2:00pm – 4:00pm
- b. QI – Friday, July 12, 12:00pm – 2:00pm
- c. Executive – Friday, July 19, 10:30am – 11:30am
- d. Planning Council- Friday, July 19, 12:00pm – 2:00pm

(8.0) Announcements

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There were none

(10.0) Adjournment - 11:29am

Attendance Record - 2013

	Council Member	Jan	Feb	Mar	April	Ma y	July	Aug	Sep t	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X	X	X	X	A					
2.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X					
3.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	X	X					
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X	X	A					
5.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A	A	A					
6.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	A	A	X	X	X					
7.	Ken Teel (Quality Improvement Co-Chair)	A	A	X	X	A					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	63%	50%	63%	75%	43%					

Planning Council Members: Kenny Cousar