



*Leif Mitchell & Beverly Leach, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, April 12, 2013  
**Start Time:** 12:05pm  
**End Time:** 1:00 pm  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Beverly Leach  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

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

**(1.0) Moment of Silence**

Beverly Leach called the meeting to order at 12:05 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 introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

**(3.0) Co-Chair Announcements**

- It was announced that Ronald Lee has been selected as the new Co-Chair of the Membership/Finance Committee by the Executive Committee.

**(4.0) Parking Lot Issues**

There are none

**(5.0) Public Comment**

There were no comments made

**(6.0) Approval of April 12, 2013 Meeting Minutes**

A motion to approve the minutes was made by Heather Garofalo and seconded by Ken Teel.

**For: (12)** – Browne, Cousar Datcher, Garofalo, Kidder, Kuerze, Mitchell, Ortiz, Romanik, Stewart, Teel, Torres

**Against: (0)**

**Abstain: (2)** – Leach, Sideleau



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**(7.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Bob Sideleau 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 10<sup>th</sup>.
- 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 May Consumer Forum will be held at the Circle Care Center in Norwalk on May 9<sup>th</sup> 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.

A motion was made by Bob Sideleau to approve the Planning Council Membership application of Poonam Sharma.

**For: (13)** – Browne, Cousar Datcher, Garofalo, Kidder, Kuerze, Mitchell, Ortiz, Romanik, Sideleau, Stewart, Teel, Torres

**Against: (0)**

**Abstain: (1)** – Leach

- 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.



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- 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.

A motion was made to approve the carryover request for approximately \$38,000 to use for labs to be split between all 5 regions by Bob Sideleau.

**For: (13)** – Browne, Cousar Datcher, Garofalo, Kidder, Kuerze, Mitchell, Ortiz, Romanik, Sideleau, Stewart, Teel, Torres

**Against: (0)**

**Abstain: (1)** – Leach

- The next meeting will be held on Thursday, July 12, 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:

- 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**

Ken Teel 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.

A motion was made by Roberta Stewart to approve the updated Standards of Care from the Quality Improvement Committee.

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**For: (12)** – Browne, Cousar Datcher, Garofalo, Kidder, Kuerze, Mitchell, Ortiz, Romanik, Sideleau, Stewart, Teel, Torres

**Against: (1)** Torres

**Abstain: (1)** – Leach

- 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 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.

## **(8.0) 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.

## **(8.0) 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.

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- 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

**(9.0) Public Comment**

- No comments were made

**(11.0) Announcements**

- This is Leif Mitchell's last meeting: Leif was presented with a plaque in honor of his more than 10 years of service on the Planning Council.
- A new group is forming in New Haven and they are meeting every Sunday in June called Queer Donna – study and practice of eastern medicine for any LGBTQI and friends.
- 2<sup>nd</sup> annual June 18<sup>th</sup> AIDS walk in Waterbury.

**(12.0) Planning Council Feedback**

- Beverly 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 –**

- 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 Committee – Friday, July 19, 10:30am – 11:30am
- d. Planning Council- Friday, July 19, 12:00pm – 2:00pm

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**Attendance Record – 2013**

	<b>Council Member</b>	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	X	X	A	X	X					
2.	Kenneth Cousar	A	A	A	X	X					
3.	Brian Datcher <b>Co-Chair (QI)</b>	X	X	X	X	X					
4.	Heather Garofalo	-	-	X	X	X					
5.	Heidi Jenkins	X	X	X	X	A					
6.	Tom Kidder	X	X	A	A	X					
7.	Brian Kuerze	X	X	X	X	X					
8.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X					
9.	Ronald Lee	X	X	X	X	A					
10.	Andrew Lyons	X	A	A	A	A					
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	X	X					
12.	Caesar Moffett, Jr. <b>Co-Chair (MF)</b>	X	X	X	X	A					
13.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	A	A	A					
14.	Alex Ortiz	X	X	X	X	X					
15.	Christine Romanik	X	A	X	X	X					
16.	Ray Ruiz Jr.	A	A	A	A	A					
17.	Robert Sideleau	X	A	A	A	X					
18.	John Sousa	A	A	A	A	A					
19.	Roberta Stewart <b>Co-Chair (SPA)</b>	A	A	X	X	X					
20.	Ken Teel <b>Co-Chair (QI)</b>	X	X	X	X	X					
21.	Dennis Torres	X	X	A	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Council present:	75%	60%	52%	71%	67%					

Guests: Jennifer Loschiavo, Cam Crosby, Tom Goldring, Sylvia Mitchell, Tracey Williams