

Executive Committee Meeting Fast Fact Page – Draft

Meeting Date: Thursday, November 13 , 2008

Start Time: 12:10 pm

End Time: 1:43 pm

Location: Optimus Health Center, Bridgeport

Presiding Chair: Bob Sideleau

Recorder: Jeff Daniel & Mary Walton, Collaborative Research Staff

Motions to bring to November 13, 2007 Planning Council Meeting

- Membership Application

Upcoming Planning Council Committee Meetings

Membership/Finance Thursday, December 4 12-2 pm in New Haven (Hill Health Center)

Strategic Planning & Assessment: Thursday, December 4, 2-4pm in New Haven (Hill Health Center)

Quality Improvement: Friday, December 5, 12-2 pm in New Haven (Hill Health Center)

Executive: Thursday, December 11, 12-2 pm in New Haven (Hill Health Center)

Planning Council: Friday, December 12, 12-2 in Bridgeport

Executive Committee Meeting Attendance Record

Date of Meeting	1/7	2/4	3/10	4/7	5/8	6/12	7/10	8/15	9/11	10/10	11/13	12/11
Committee Members												
Ric Browne (QI)	●	●	●	●	●	●	●	●	●	●	●	
Charlotte Burch (QI)	○	○	○	●	●	●	●	●	●	●	●	
Awilda Gonzalez (MF)	●	○	○	○	○	●	●	●	○	●	○	
Thomas Kidder (CC)	○	●	●	●	●	●	●	●	●	●	●	
Leif Mitchell (SPA)	○	●	○	●	●	●	●	●	○	●	●	
Robert Sideleau (CC)	●	●	●	●	●	●	●	●	●	●	●	
Roberta Stewart (SPA)	○	●	●	●	○	●	●	●	●	●	○	
Ken Teel (MF)	○	○	○	●	●	●	●	●	●	●	●	
Other Participants												
Ryan White Office	●	●	●	●	●	●	●	●	●	●	●	
Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●	
PC Members & Public	Jose Aquino, Jerod Geter											

Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:10pm. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. He also reminded everyone that this is a business meeting and open to the public so members of press or others could attend so be judicious with Personal Health Information.

(1.0) Co-Chair Announcements

(1.1) Tom Kidder announced that there was no HRSA Project Officer call this month. Tom Butcher will contact our Project Officer to schedule one.

Tom then stated that today's meeting would include the regular Committee reports, and the Goals and Objectives for the Comprehensive Plan.

(2.0) Approval of Meeting Summary

(2.1) Tom K. requested a motion and second to accept the minutes for the October Executive Committee meeting, XXX made a motion, XXX seconded, and the following discussion took place:

(2.2) Tom K. then called the vote with the changes discussed (see voting record).

(3.0) Membership / Finance Committee Report:

(3.1) Ken Teel reported that the committee had a lengthy discussion on the topic of attendance. The committee agreed to have the Finance Committee Co-Chair call a member upon the 3rd absence, and the council would send a warning letter to a member upon the 4th absence. Upon the 5th absence, a member will receive a discharge letter from the Planning Council.

(3.2) The committee also looked at a new member application which will be brought forth for a Council vote.

(4.) Strategic Planning and Assessment Committee Report:

(4.1) Leif Mitchell encourages attendance at the 12/4 SPA meeting from 2-4 pm where they will discuss bylaws. By-laws will be sent to committee members one week in advance of the meeting. He also indicated that he would ask for feedback again at the Planning Council Meeting regarding Question 11 from the Feedback Form.

(5.0) Quality Improvement Committee Report by Charlotte Burch:

(5.1) Charlotte reported on the 11/7 QI meeting, which focused on the Super Pod, which will address issues causing some core services not to be able to move forward on the funded interventions. The Super Pod will address the Standards of Care and the HRSA/HAB performance measures. The plan is to integrate work groups such as Behavioral Health (Mental Health/Substance Abuse) and also a Clinical Integration Group that includes Primary Medical Care, Medical Case Management and Oral Care. One to two pre-Super Pod meetings are expected—first one held on Nov. 18 with emails sent to providers announcing meeting. In Dec.-Feb., there will be teleconference sessions, most likely 4-6 sessions. Committees will get a report from meeting findings in Feb. The NH-FF Counties TGA performance measures are well ahead in benchmark status, except Mental Health services. In the 2009-2011 Comprehensive Plan, section 4 (“Where do we go?”) there is a first-time request from HRSA for input on CQI evaluation and client level data. The Comp Plan will include an integrated model consistent with new HRSA outcome measures. In summary, regarding the pods, there will be 2 grouped categories: 1) Behavioral Health -save the date for 11/18. All contracted mental health and substance abuse providers encouraged to attend. 2) Clinical Integration: Will follow the Behavioral Health Pod since the BH Pod will revise the MH/SA Standards of Care. It needs to be determined what providers to select for the Super-Pods from 21 agencies. The Pod can have up to 18 representatives (usually less) and all need to be carefully selected to represent the regions. The next QI committee meeting is 12/5 @ HHC 12-2 pm.

(5.2) Tom Butcher announced the Behavioral Health Pod will meet on Tues, 11/18 @ 9:30 at 270 Congress Ave in New Haven, where the Mental Health and Substance Abuse Standards of Care will be reviewed and updated.

(6.0) Grantee Office Report reported by Tom Butcher:

(6.1) Tom reported that there is a lot going on, but nothing that impacts the Planning Council. The Grantee along with the Council Professional Staff, is working on Comprehensive Plan, which is due 1/5/09. Tom is also working with the Cross Parts Collaborative on Quality Improvement, to create a quality management infrastructure across RW parts A, B, C & D to set up a unified structures and unified standards, and to improve efficiency in services. The Request For Proposals (RFP) is not yet completed but should be completed by the end of November or early December. Providers will have a 2 month turnaround because the RFP is a hybrid looking to coordinate care to population groups through a regional process. Tom reiterated that the Directive given to the Ryan White Office states that all services that are prioritized and funded by the Planning Council, must be available to all PLWHA within a region. Tom also stated the importance of having consumers at the table to help coordinate care in this process. Bridgeport and Danbury both currently have a single Lead Agency model. Waterbury is in discussions and is close to a single Lead Agency, but is having some difficulty working out the details. They seem to be heading in a good direction because they began having conversations early on. In New Haven, conversations have started as well, and Tom expects that there will be more meetings and discussion within each regional group. Tom noticed that New Haven is the only region tapping him for help/advice

and wanted to remind all regions that he is not accessible only to New Haven, but that he is open to discussion and assistance for all regions. He is just an email or phone call away. He stated that when RFP comes out, his availability will be more limited. For now, he did not want it to be so lopsided and wanted to extend his availability to all regions.

(6.2) Ric Browne thanked Tom and said that he was glad to know that; he was waiting for Tom to say it was ok as he wanted to respect his boundaries.

(6.3) Tom wanted to respond to Council directives and population-based planning: Some will work well and some won't - it will always be that way, but they will serve to the best of their ability, and things can be worked out as needed.

(6.4) Ken Teel commented that this sort of change needs to happen in the HUD world.

(6.5) Tom Butcher retorted that it also needs to happen in the RW world.

(6.6) Ken Teel hopes that it will spill over into HUD as there is disorganization with HUD.

(6.7) Tom Butcher said that maybe HUD and RW share some providers, which may help.

(6.8) Ken Teel commented that RW is good with services to PLWHA and he is psyched about the change.

(6.9) Tom Butcher hopes that consumers are told about upcoming meetings regarding the RFP so that they can attend. There is a meeting of New Haven providers tomorrow (11/14) @ 1 pm to discuss the single Lead Agency model. Tom B. stated that he will try to attend.

(6.10) Ric Browne noted that they have good representation of PLWHA, and they will have one meeting in Waterbury and one in Meriden so that all can attend.

(6.11) Tom Butcher stated that he appreciates that. He also said that it will be a year of building (built upon previous years from PC), and will be a cascade ensuring that services are being provided. He is responding to what the PC has done in past year and keeping the region relevant in HRSA Land and maybe it will spill over into HUD Land.

(6.12) Leif Mitchell wondered if the directive of separating the funding by epidemiologic data is going to be challenging.

(6.13) Tom Butcher said that the data is still the same in regional areas, so funding will be the same, so actually that directive is the easiest, however, strengthening the actual work happening within the region will be more difficult.

(6.14) Ken Teel noted that the McKinney-Vento legislation does 10 yrs of funding for emergency housing, and they are talking about increasing it 20-30% and carving out money for admin to hire and create structure and help manage; it seems to be direction that the Feds are going.

(6.15) Tom Butcher commented that it is good if it's inclusionary

(6.16) Ken Teel said that in some jurisdictions in CT, it is higher

(6.17) Tom Butcher: In terms of talking through this, per PC directives, all need to be accountable for their actions, talking through as peers, in the forum tomorrow—some people may be charged up, but they need to be mindful that the Council has business to do.

(6.18) Leif Mitchell asked if they should refer appropriate questions to Tom Butcher.

(6.19) Tom Bucher indicated 'yes'.

(6.20) Tom Kidder thinks the vision will be enhance and will be incredible, that it is important to consider the Governor's budget, and we'll have to move forward together.

(6.21) Many agreed

(6.22) Tom Butcher noted that this is how the nation is going to be: to look at resources and determine how to help each other instead of hoarding.

(6.23) Charlotte Burch wondered about the budget cuts going on now and wondered if they will cut more.

(6.24) Bob Sideleau said it is hard to say as the state budget cuts will impact the State Department of Public Health. He explained that last year there was the supplemental money that state provided to fill in gap of funding only for 2 years. This funding, for the State Fiscal Year, is due to end in June of 2009. After that the Gap funding was slated to be discontinued.

- (6.25) Tom Butcher wondered what is going on with AIDS Budget.
- (6.26) Leif Mitchell talked to Shawn Lang today and stated that \$4 million have been slated to be cut when only \$3 million was in the budget for supplemental cuts. However, there may be other money that can be shifted from one account into that line item. Of the Part B money that comes from state, 15% can be set aside for medication adherence, so they can shift some of that money perhaps, or other medication adherence money, but this may mean that there may be a cut in med adherence funding. This process will take awhile, and there will be on-going discussions in the next couple of months.
- (6.27) Charlotte Burch was talking to someone today concerned that spend-down will affect his medication availability
- (6.28) Tom Butcher and Ric Browne assured her that he doesn't need to worry about CADAP. Approval from CADAP can be obtained in a few hours.
- (6.29) Tom Butcher asked if he had a case manager to help.
- (6.30) Charlotte indicated that she brought this person to AIN this a.m. for that.
- (6.31) Tom Butcher noted that on a Federal level, the budget is in place, and the TGA will get funding. He just doesn't know yet if it will be level funding. He is waiting for the beginning of the new Congress and stated that in time, we are also going to become and EMA, but he is not sure when. Tom thinks that the budget will stay the same or grow, but not by much if it does grow.
- (6.32) Leif Mitchell asked where does the Hold Harmless Provision of 5% come in?
- (6.33) Tom Butcher said he didn't know and from past experience, has learned not to speculate.
- (6.34) Leif informed the committee that Shawn and he are meeting with Toni Harp tomorrow (Senator and co-chair of the Appropriations Committee). She is a leader and strong advocate for PLWHA. Providers that received State funding were encouraged to approach her and share how the State money has made changes in delivery services to PLWHA and how it has helped their agency; not many providers have contacted her.
- (6.35) He then urged folks that now is the time to do so, as the legislature will begin having committed meetings soon. He also has encouraged providers to have house meetings, etc.
- (6.36) Jerod Geter asked if it is safe to say since the region will go from TGA to EMA that there will be positive budget changes.
- (6.37) Tom Butcher responded that when the dust settles after March, that the TGA/EMA will be where they currently are or slightly ahead.
- (6.38) Ken Teel felt a contingency plan discussion should be on the horizon soon.
- (6.39) Tom Butcher stated that he has mentioned this at the last two PC meetings, and that it should be addressed before partial award is announced, probably in February. The partial award confirmation of the formula will come in March. The second part of the award, the Supplemental award, will be announced at a later date. This means that the expected process for the local funding distribution will be: Contracts base on Formula award; the amended contracts based on Supplemental Award. The process is basically done twice, so there is time to create a contingency plan. The contingency plan will have impact on regions whose awards are diminished. Two years ago, one partial award came in late March, then the complete funding award came in late May.
- (6.40) Bob Sideleau explained that in that year in December, the RWMTA was signed into law. By March 1, HRSA hadn't interpreted the law yet, so HRSA sent the formula award first, then once they understood the law and reviewed the Supplemental portion, the final funding came in May.
- (6.41) Leif Mitchell encouraged everyone to think about what the contingency plan will be, and raised the idea if there should be a sub-committee with guidance from Executive Committee as to what they should be. If anyone has ideas, bring them to the SPA By Laws meeting.
- (6.42) Tom Butcher said the Council is ahead on the process because it has been done before with something in place to fall back on including a foundation for providers to dust off and revisit if need be.

(6.43) Charlotte is looking at By Laws from NY, and noted that they have committees that our Council doesn't have. Our by-laws do not have a lot of QI in them.

(6.44) Bob encouraged all to be sure to attend the SPA meeting in December.

(7.0) New/Old business

Goals and objectives for the Comprehensive Plan were discussed. Please see attached sheet.

(7.1) Jeff Daniel explained that once the Goals and Objectives are cleaned up, they need to be incorporated into By-Laws so they tie into the Comprehensive Plan and cited under specific committees. The Grantee will do a PowerPoint presentation for the Executive Committee in December, make sure they are OK with the topic, then it will be presented to the PC.

(7.2) All: Agreed

(7.3) Bob Sideleau reviewed the dates/times/locations of upcoming meetings (see beginning of minutes)

Announcements

None

Adjournment

The meeting was adjourned at 1:43 pm.