

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Tom Kidder & Leif Mitchell, Co-Chairs

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## Executive Committee Meeting Minutes

**Meeting Date:** Thursday, May13, 2010  
**Start Time:** 12:11 p.m.  
**End Time:** 1:37 p.m.  
**Location:** The Greek Olive Restaurant, New Haven CT  
**Presiding Chair:** Tom Kidder  
**Recorder:** Jeananne Cappetta

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### Summary of Committee Business Votes

- Minutes of April 8, 2010 Executive Committee meeting

### Attendance Record - 2010

Committee Members	1/7	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/18	12/9
Leif Mitchell* (Co-Chair)	X	X	X								
Ric Browne (QI)	X	X	X	X							
Charlotte Burch (QI)	X	X	X	X							
Adaline DeMarrais (M/F)	X	X	X	X							
Thomas Kidder* (Co-Chair)	X		X	X							
Joanne Montgomery (SPA)	X	X	X								
Robert Sideleau (M/F)	X	X	X	X							
Roberta Stewart (SPA)	X	X		X							
<b>Other Attendees</b>											
Ryan White Office	X	X	X	X							
Planning Council Staff	X	X	X	X							
Other Participants											

### (1.0) Moment of Silence

Tom Kidder called the meeting to order at 12:11 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

### Welcome and Introduction

All present agreed to have known each other.

### (3.0) Co-Chair Announcements

The monthly conference call took place with the EMA's HRSA Project Officer. Membership recruitment and the ongoing process of the use of MAI funds were discussed. The Project Officer was impressed with the how the MAI process is thoroughly reviewed and options are considered on appropriately using the MAI dollars and targeting the MAI population.

### (4.0) Approval of April 8, 2010 Meeting Summary

Ric Browne moved that the minutes of the April 8<sup>th</sup> Executive Committee meeting be approved. Adaline DeMarrais seconded the motion.

**For:** Browne, DeMarrais, Burch, Sideleau

**Against:** None

**Abstain:** Kidder, Stewart

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Corrections to the summary included:

Page 3: 5b- Add strengths and weaknesses to the last bullet after Resource Allocation

7.0 a Change Review to Reviewed.

7.0 c Last word change AIDs to AIDS

## (5.0) Planning Council Committee Reports

### a. Membership/Finance

- Reviewed the committee's Planning Council Activity Timeline (PCAT)
  - The committee is on target based on the activities listed in the PCAT; however the Care planner has been put on hold until further notice.
- Reviewed the Planning Council "reflectiveness grid"
  - The Council is still seeking Male, Hispanic, non-conflicted Persons Living with HIV/AIDS (PLWHA)
    - § Non-conflicted means individuals who don't work for a PART A Funded agency
- The committee discussed the 1<sup>st</sup> Community Info Session to take place the second week in June in the Stamford/Norwalk region.
- Committee discussed the process for electing upcoming co-chair slots. The committee also reviewed current committee member's eligible for co-chair positions and the best method of contacting those for interested for consideration.
- Committee reviewed three membership applications.
- Jeff Daniel notifies committee members two months prior to term ending so that the member can submit an application for consideration of term renewal without interruption to term.

### b. STRATEGIC PLANNING & ASSESSMENT

- Reviewed PC feedback summary for April
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)
  - SPA is on target with committee activities per the PCAT; focus for May was the Unaware Strategies and MAI
- Reviewed Newly Diagnosed Survey Results for Fiscal Year 2010 Minority AIDS Initiative (MAI) funding
  - RATIONALE: Explore the possibility of utilizing grant year 2010 Minority AIDS Initiative funding to create/identify a program that links unaware PLWHA to appropriate medical care. Based on the EMA's Unaware Estimate as provided by DPH, communities of color are disproportionately represented.
- Began discussions on best process to review all data sets for MAI guideline recommendations for June.
- Reviewed the Council's Unaware Persons Living with HIV and AIDS Strategies

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- o **BACKGROUND:** On December 16th, 2009, the Health Resources Services Administration (HRSA) released the following additional guidance to Part A Grantees: Part A Planning Councils (PCs) are still required to determine the size and demographics of the estimated population who is aware and out of care. Effective September 30, 2009, under section 2604(b)(4) of the PHS Act, as amended by the Ryan White HIV/AIDS Extension Act of 2009, Public Law 111-87, PCs are now required to determine the size and demographics of the estimated population of individuals who are unaware of their HIV status. In addition, the PCs must develop a strategy for identifying those with HIV/AIDS who do not know their status, make them aware of their status, and refer them into care. In addition, one-third of the total score for the objective review of the supplemental portion of your fiscal year (FY) 2010 Grant Application will be calculated based on the following factors: 1) the number of individuals who were tested for HIV/AIDS; 2) of those who were tested, the number who were made aware of their status, including the number who tested HIV positive; and, 3) of those described in clause 2, the number who were referred to appropriate treatment and care.
- Reviewed the 2010 Priority Setting and Resource Allocation process (PSRA) in preparation for the 2011 PSRA process. Process is underway for gathering data to be used in the PSRA process.

## c. QUALITY IMPROVEMENT

Ric Browne indicated that the Committee met and has been reviewing standards of care in particular for Mental Health and Substance Abuse outcomes. Those that attended the meeting felt strongly on how productive and informative it was and motivated members to consider having an additional meeting in June. This has not been finalized and the Ryan White Office will inform the committee if there have been any committee changes or additional dates for the Quality Improvement Committee. In addition, as a result of this meeting the audit tool used for the annual quality management site visits will be updated to include the new outcomes.

### (6.0) Grantees' Report

Tom Butcher provided the Committee with copies of the strengths and weaknesses' of FY 2010 grant application and reviewed what the comments meant. In particular the EMA was praised for its innovative strategies on utilizing MAI dollars and the process for identifying appropriate use of the MAI funds. The FY2010 was the highest score received for the New Haven EMA.

Currently the Grantees office is working on the conditions of awards as mandated by HRSA for all recipients of Ryan White grant awards. There are multiple Conditions' of Awards due within the next 45 days. One particular award is the progress report that the Council's input will be useful for completion. The Grantees office will be requesting assistance in coming weeks.

### (7.0) New/Old Business

#### a. Review of PCAT

PCAT was review and committee is on target. Review of Administrative mechanisms are the next biggest item for the committee, however, they need to go through Membership/Finance first before a deliverable to review is presented to this committee.

#### b. Review of Planning Council Agenda

Jeff Daniel presented to the committee the agenda to review and the committee approved.

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## c. Planning Council Training review and discussion

The committee reviewed the suggested topics from the April Planning Council meeting and topics already presented. While Health Care Reform is scheduled for an upcoming meeting, the committee felt that it should be presented by Leif Mitchell who will not be presented at the next meeting. The committee would like to present acronyms at a later meeting but would like to have Membership/finance review a list of potential acronyms. For the May 14<sup>th</sup> Planning Council meeting it was decided the training topic would be on the voting procedures to be presented by Bob Sideleau.

## **New Business:** Discussion of Meeting Summaries

Content of what is required for meeting summaries was reviewed. Based on the Council's By-laws, the meeting summaries should not be verbatim conversations and the current summaries are in compliance. Discussion by committee members took place as to what type of key points the summaries should include. It was decided by the committee that the current summaries and format will stand.

## **(8.0) Planning Council Committee meetings**

- o Membership/Finance: June 3<sup>rd</sup>, 2010 Noon- 2pm
- o Strategic Planning & Assessment: June 3<sup>rd</sup>, 2010 2pm- 4pm
- o QI: July 2<sup>nd</sup>, 2010 Noon- 2pm (New Haven)
- o Executive Committee: June 10<sup>th</sup>, Noon- 2pm
- o Planning Council: June 11<sup>th</sup> Noon- 2pm

## **(9.0) None**

## **(10.0) Adjournment**

The meeting adjourned at 1:37 p.m.