

Ryan White Planning Council

New Haven & Fairfield Counties EMA
 Tom Kidder & Leif Mitchell, Co-Chairs

Executive Committee Meeting Summary – **DRAFT**

Meeting Date: Thursday, June 11th, 2009
Start Time: 12:08 PM
End Time: 1:27 pm
Location: Greek Olive, New Haven
Presiding Chair: Tom Kidder
Recorder: Bob Sideleau, Collaborative Research Staff

Motions to bring to June 12th, 2009 Planning Council Meeting

- 2 nominees for Council Membership
- 1 nominee for Council Co-Chair

Upcoming Planning Council Committee Meetings

- Membership/Finance Thursday, August 6th, 12-2 pm in New Haven
- Strategic Planning & Assessment: Thursday, July 30, 10am to noon & Aug 6th, 2-4pm in New Haven
- Quality Improvement Friday, **August 7th, in New Haven**

Executive Committee Meeting Attendance

Date of Meeting	1/15	2/12	3/12	4/16	5/14	6/11	7/16	8/13	9/10	10/8	11/12	12/10
Committee Members												
Ric Browne (QI)		●	●	●	●	●						
Charlotte Burch (QI)	●		●	●	●	●						
Jerod Geter					●	●						
Thomas Kidder (CC)	●	●	●	●	●	●						
Leif Mitchell (CC)	●	●	●	●	●	●						
Robert Sideleau	●	●	●	●	●							
Roberta Stewart (SPA)	●	●	●	●	●	●						
Ken Teel (MF)	●	●	●									
Other Participants												
Ryan White Office	●	●	●	●	●	●						
Planning Council Staff	●	●	●	●	●	●						
PC Members & Public												

Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:08 PM. He led the group in a moment of silence to remember those living with, affected by, or who have passed from the virus. He 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 disclosure of Public Health information. He also requested that everyone silence their cell phones or other electronic devices.

(1.0) Co-Chair Announcements

- (1) HRSA conference call with Latrece Timmons—Co-Chairs reported on the activities of the Council and introduced Leif Mitchell to our Project Officer.

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(2.0) Approval of Meeting Summary

Robert Stewart made a motion to accept the minutes from the April 16th, 2009 meeting.

2nd by Ric Browne, after discussion and corrections 5 yes (Burch, Mitchell, Browne, Stewart); 0 Against; 2 abstentions (Kidder, Geter).

(3.0) Membership / Finance Committee Report:

Jerod Geter reported that the M/F met on June 4th and discussed the following items:

- The committee will bring forward 2 nominees for a vote.
- There was also discussion about the Assessment of the Administrative Mechanism. A template that staff provided, which included a survey, was reviewed and eventually the committee decided to ask staff to locate the previous process and assessment tool. The committee will continue to work on this in July.
- The committee is still working to recruit new members, and trying to identify strategies to bring on new members.
- The next meeting will be July 9, at Optimus in Bridgeport.

(4.0) Strategic Planning and Assessment Committee Report:

Roberta Stewart reported that the SPA committee met and discussed the following items:

- SPA met on Thursday, June 4th
- The Committee spoke about the upcoming Community Forums in detail. The Forums will be targeting the 5 populations (MSM, African American, Women, IDU, Hispanic). The group reviewed the vouchers that would be raffled off to 4 consumers, with the value of \$25. The Forums will be open to all consumers in the EMA. Handouts were provided to the Exec committee members to review. Staff sent the Save the Date flyer, individual target group flyers, and the survey. All document were provided in English and Spanish. The committee also identified Council Members to step forward and be a facilitator for each of the individual meetings. The volunteers for each were: MSM, Dennis Torres; Women, Charlotte Burch; Joanne Montgomery, IDU. There remains a need to identify an Hispanic person to lead that group. Staff suggested that the person be not only Hispanic, but have Spanish language skills, bi lingual. Also needed is an African American person identified. Jerod wondered if the new member Joel Williams might be able to lead the group. Roberta suggested that the committee had also thought that these Forums might be a PC recruitment opportunity and that a member of the Council who has some knowledge of the PC and the PSRA process. Jerod then agreed to step forward and facilitate the African American group.
- The Staff agreed to hold a meeting or conference call to review with the facilitators the process and information regarding the Forums.
- The Executive committee reviewed the Survey that was distributed and discussed the numbering of the services, and how the consumers were to list their services on the front. The discussion surrounded whether to have the services ranked by number, and how the survey might be able to capture the ranking of services used, versus services needed.
- The committee suggested that the Survey be changed to remove the ranking and have the questions on the front be adjusted, as well as the instructions for taking the survey.
- Also it was suggested that we add a question about the town where someone lives.
- There was also a question about the deadline for the survey. Staff stated that July 1st was the timeframe that was needed for staff to compile the results.

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- Tom Butcher asked if there were any update on the PSRA process. Tom Kidder mentioned that there was a data set that had been received based on a request from the Ryan White Office.
- The next SPA meeting will be on July 9th from 2 to 4pm at Optimus in Bridgeport.

(5.0) Quality Improvement Committee Report:

Charlotte Burch reported that the QI committee did not meet in June.

- The next QI committee meeting will be on August 7th.

(6.0) Grantee's Office Report:

Tom Butcher reported on the following activities of the Ryan White Office:

- The site visits for the EMA have begun. Each agency will be visited.
- Also, Gail Glenn will be performing Fiscal Audits for the agencies as well.
- Tom has been visiting the Lead agency meetings in all 5 regions. He has found the meetings exciting and informative. The discussion has been primarily about the laying of groundwork and functioning of things like reports and getting payments processed. Also conversation around CAREWare and questions regarding the data system.
- There are some conversations around things like a client who is from one region, that goes to another for a service like substance abuse treatment, then they return to their primary region. How does a large group of people who may do that affect the ability of the system to handle that kind of influx.
- There is also discussion about sharing data among regions, and the limitations of CAREWare.
- The contracts in 4 regions have been executed, and the remaining region is close. The process has been complicated by the partial year award and the need to amend the contracts, since we now have the full award, to reflect the complete funding that each agency will receive. This also means that budgets, including the sub-contractor budgets, must be reviewed by the RWO to assure compliance, and that no changes have been made.
- The conditions of award are in the process of being completed. 2 sections of it are about the Challenges and Accomplishments of the Planning Council. The Council Co-Chairs will be working with staff to complete that section of the report.
- Of the funding that remained from FY07-08 there was only supplemental, and the money returned to HRSA will be approximately \$40,000. Because of the change to the Treatment Modernization Act, there is no way to apply for carryover, but since so little remains, it shows what an excellent job that the providers and the monitoring efforts of the RWO are doing to spend out the funding.
- There is planned a HRSA/HAB National Quality Center conference call today about the integration of Performance Measures. These are the clinical performance measures, and with the work of Tracy at Collaborative Research, data shows that the services are on average 76% compliant, Dental is at about 30%. So overall we are in good shape.
- Charlotte asked how does the RWO and the Planning Council know that each agency is providing the services they are contracted to do?
- Tom responded with an explanation about the Chart Audits and how they show whether or not an agency is performing according to the Standards of Care that the Council has established. That information, when compiled, is reported back to the Council, not by agency, but in aggregate form.

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- Roberta asked if there was a client satisfaction survey that may capture any problems or concerns that clients may have at agencies? The QM team may have something like that, which we may consider implementing every year so the Council can have information for the Priority Setting.
- Tom talked about the importance of having consumers at the Care Continuum meetings. So there is a voice of consumers talking about services. He described the Stamford/Norwalk model, of having the meeting split into two sections, the first part there is discussion with consumers asking them to talk about the services they receive and if there are problems, or if there are services they need but aren't able to get or access. The second part of the meeting is more of a business part, and consumers are welcomed to stay for the business oriented discussion. Waterbury has also followed this process.
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(7.0) New/Old Business

Tom Kidder asked for any update on the identification of Committee Co-Chairs. Each committee had been charged with asking its members if there was anyone who would be willing to step forward and take on the role.

- Roberta stated that no one from SPA had expressed interest, and she said she would continue to work with the committee members to help identify someone.
- Jerod stated that the Mem/Fi committee also discussed the need for another Co-Chair, and he stated that 2 council members spoke with him regarding stepping forward. If no one else steps forward by the next meeting, then they will submit their names. The two individuals were Adaline Demarrais and Jerome Harris.
- Tom also extended a welcome to Leif as a new Council Co-Chair.

Announcements

There were no announcements.

Adjournment

The meeting was adjourned at 1:27 pm.