

# Ryan White Planning Council

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

## Executive Committee Meeting Summary – **DRAFT**

**Meeting Date:** Thursday, July 16<sup>th</sup>, 2009  
**Start Time:** 12:04 PM  
**End Time:** 1:06 pm  
**Location:** Optimus, Bridgeport  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Bob Sideleau, Collaborative Research Staff

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### Motions to bring to July 17<sup>th</sup>, 2009 Planning Council Meeting

- Potentially the FY20010 Priorities

### Upcoming Planning Council Committee Meetings

- Membership/Finance Thursday, August 6<sup>th</sup>, 12-2 pm in New Haven
- Strategic Planning & Assessment: Thursday, July 30, 10am to noon & Aug 6<sup>th</sup>, 2-4pm in New Haven
- Quality Improvement Friday, **August 7<sup>th</sup>, 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 Leif Mitchell called the meeting to order at 12:04 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 was rescheduled to occur next week, they will provide an update on the call at next month's Executive meeting.

#### (2.0) Approval of Meeting Summary

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Ric Browne made a motion to accept the minutes from the June 11<sup>th</sup>, 2009 meeting.

2<sup>nd</sup> by Jerod Geter

**For:** Browne, Stewart, Geter

**Against:** None

**Abstentions:** Mitchell

## **(3.0) Membership / Finance Committee Report:**

Jerod Geter reported that the M/F met on July 9<sup>th</sup> and discussed the following items:

- The committee discussed recruitment strategies and the idea of continuing the Community Forums as a way to educate and keep in touch with consumers, and as a possible method to engage folks to consider becoming a member. Also this would allow for the targeting of specific groups, IDU, MSM, etc. It was suggested that a discussion with Brian Datcher might be helpful. Roberta reported that she had a discussion with Brian at the CHPC meeting the day before, and he stated that while there are not any groups of folks meeting that he could connect us to for the MSM/African American population, he would be happy to act as a liaison for us, and he took copies of the Survey to see if he could get some completed for the council. Jerod also said he was still planning to talk to the MCM in the Bridgeport region to see if he can get help identifying any Hispanics, and men who might be interested in joining the council. Tom Butcher suggested that Clara Ramos, the new Council member, may be able to help us with the Hispanic recruitment, since she works with that population.
- There was also discussion about the Assessment of the Administrative Mechanism. The Ryan White Office was charged with collecting and bringing to the next committee meeting, information that would help in the completion of the Assessment.
- The Committee also reviewed nomination applications. However, the discussion around the process of bringing new members on the Council was detailed and there was a decision that there was a need to slow it down. The committee decided that to get better retention, and to identify those candidates who are committed, the application process would be changed to the following:
  1. Submission of application, and initial review by the committee for reflectiveness
  2. Council and Committee Co-Chairs would call applicants and ask them to attend 1 committee meeting and one Council meeting.
  3. Then the application would be brought before the Council again for review, and then, if approved by a vote, sent to the Mayor for appointment.

There was strong discussion that this new process be voted upon by the committee, and then the Council to approve this change in the process and to be sure that there was transparency in this kind of change. There is also the consideration that the SPA committee review the By-Laws to see if there are any changes that might need to be made or clarifications. This change was a way to ensure that there was commitment and engagement by nominees, as we have a history of folks joining the Council, but either coming to one meeting and dropping off, or never coming back at all.

- The next meeting will be August 6<sup>th</sup> at the Greek Olive in New Haven.

## **(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, July 9<sup>th</sup>.
- The Committee discussed the data sets needed for the upcoming Priority Setting process, and reviewed the process.

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- The Community Forums data is being completed, and will be compiled as late as possible to allow for the collection of as many surveys from all the regions as possible. Additionally there will be a provider survey that will be conducted, since the Council had agreed to ask for provider input.
- The group also reviewed the weighting of the data sets, as part of the formula for determining the Priorities and Allocations.
- Staff is constructing the spreadsheet that will be used to calculate the Allocations.
- The Committee also selected the dates and times for the next two SPECIAL SPA meetings that will be required to set Priorities and to hold a data review session before the Resource Allocation process is completed, hopefully at the August SPA meeting. The first meeting will be tomorrow, July 17<sup>th</sup>, from 10am to noon, at the Greek Olive, just prior to the Planning Council meeting. It's hoped that the Priorities can be finalized, so that they can be voted on, and approved at the Council meeting. Then the Allocation process can begin. The data session is scheduled for July 30<sup>th</sup>, at the Greek Olive from 10am to noon.
- Tom Butcher asked about whether there were any additional data sets that might be needed and if there was any kind of communication to folks about the deadline to provide the information. Roberta replied that the data sets being used, except for the Community Forum information, for the Priority Setting process was finalized. No new data sets would be considered. However there is time, and that there should be dialogue with the public or any interested party, about getting any data sets that are appropriate, to the Staff for consideration in the Resource Allocation process.
- There was a reminder that during the discussion and vote on the Priorities, that there be a clear separation of discussion about Resource Allocation, since folks always try to merge the two processes.
- The next SPA meeting will be a Special meeting tomorrow morning at 10am at the Greek Olive.

## **(5.0) Quality Improvement Committee Report:**

Ric Browne reported that the QI committee did not meet in June.

- The next QI committee meeting will be on August 7<sup>th</sup>.
- The discussion will be around the preliminary site visit findings.

## **(6.0) Grantee's Office Report:**

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

- The site visits for the EMA is continuing. Each agency will have either a chart audit, or both a chart audit and fiscal audit by Gail Glen from the Ryan White Office.
- Also, Gail Glenn will be performing Fiscal Audits for the agencies as well.
- Tracy Kulik will be talking at the August QI meeting, about the information that was observed in the chart audits, big picture items and an overall view of how things are going in the EMA. The final data sets and the completed report on the audit will be to the Ryan White Office in September.
- Tom continues to attend the local Care Continua meetings held by the lead agencies in each region. He is pleased to see that the sub contractors are coming to the meetings with data, and are engaging in good dialogue. He has observed some system level issues, and some client level concerns are evident, but that the discussions are occurring that should address the problems.

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- The chart audit information for each region will be shared with the lead, as well as each individual agency.
- Tom talked about the benefit of the Cross Part Collaborative on the CAREWare data. He described the upcoming CAREWare training session that the CPC was holding, and how this may help to improve the data input and how the data measures can be refined.
- The CAREWare conversion is basically complete, but it's a dual layer data system, with the agencies having their data, but also a regional grouping as well. There is an attempt to set up a CAREWare training for the 5 regions with John Milburg. There is also an effort to work with the Part A in Hartford to hold CAREWare information sharing, periodic meetings for providers, maybe quarterly.
- His office is compiling the information for the Assessment of the Administrative Mechanism.
- Tom said that the guidance for the FY2010 grant should be coming from HRSA soon.

## **(7.0) New/Old Business**

Leif led the group in a review of the PCAT, (Planning Council Activity Timeline). It was noted that the Membership/Finance committee hasn't completed a review of the First Quarter financial report, but the Ryan White Office explained that because the grant came in two parts this year, it caused a delay in the contracts being executed and amended, so there has been a delay in the ability to provide the data. However it should be reported at the August meeting.

There was also a request of staff to have the Table Tents with Council Member's names available for the meeting tomorrow. Staff confirmed that they would be there.

## **Announcements**

There were no announcements.

## **Adjournment**

The meeting was adjourned at 1:06 pm.