

Ryan White Planning Council

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

Executive Committee Meeting Summary

Meeting Date: Thursday, September 10th, 2009

Start Time: 12:04 PM

End Time: 1:50 pm

Location: Burrough's Community Center, Bridgeport, CT

Presiding Chair: Leif Mitchell

Recorder: Jeff Daniel, Collaborative Research Staff

Motions to bring to September 11th, 2009 Planning Council Meeting

- Membership Applications
- 2010 Service Category Definitions
- 2008 MAI Carryover Request

Upcoming Planning Council Committee Meetings

- Membership/Finance Thursday, October 1st 12-2 pm in New Haven
- Strategic Planning & Assessment: Thursday, October 1st, 2-4pm in New Haven
- Quality Improvement/SUPER POD October 2nd, TBD

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)	●		●	●	●	●		●	●			
Adaline DeMarrais (MF)									●			
Thomas Kidder (CC)	●	●	●	●	●	●	●	●	●			
Leif Mitchell (CC)	●	●	●	●	●	●	●	●	●			
Roberta Stewart (SPA)	●	●	●	●	●	●	●	●	●			
Other Participants												
Ryan White Office	●	●	●	●	●	●	●	●	●			
Planning Council Staff	●	●	●	●	●	●	●	●	●			
PC Members & Public	Bob Sideleau											

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 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 disclosure of Public Health information.

(1.0) Co-Chair Announcements

- (1) HRSA conference call with Latrece—postponed and will reschedule at a later date

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- a. During the next call, the Co-Chairs will ask for clarification regarding the following service categories:
 - i. EFA in regard to medications
 - ii. Medical Transportation—is it for Part A services only?
 - iii. AIDS Rx Local with regard to EFA

(2) Leif discussed the SPA co-chair vacancy

- a. Motion to enter Executive Session: 1st Roberta Stewart 2nd Adaline DeMarrais For: 4 (Burch, Stewart, Kidder, DeMarrais) 0 Against 1 Abstention (Mitchell)
- b. Motion to exit Executive Session: 1st Roberta Stewart 2nd Adaline DeMarrais For: 4 (Burch, Stewart, Kidder, DeMarrais) 0 Against 1 Abstention (Mitchell)

(2.0) Approval of Meeting Summary

Roberta Stewart made a motion to accept the minutes from the July 16th, 2009 meeting.

2nd by Adaline DeMarrais 3 yes (Burch, Mitchell, Stewart); 0 Against; 1 abstentions (DeMarrais); Not Present: Kidder

(3.0) Strategic Planning and Assessment

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

- SPA reviewed the Council Feedback form from August
 - All good comments with the note that the PC meeting should start on time
 - Council Co-Chairs should remind PC members that lunch is ready at 11:30 a.m. and the meeting starts at noon
- SPA reviewed the PCAT—the committee is on schedule with work activities
- SPA reviewed Service Category definitions and made modifications (MOTION will be brought forward to approve the Service Category Definitions):
 - Medical Transportation (expanded to match HRSAs—with the notation of services provided by a RW Part A provider)
 - Health Insurance Premium and Cost Sharing Assistance—clarified the definition to include premiums and co-pays
 - AIDS Pharmaceutical Assistance (local)—after further review of this service category, it was determined the EMA cannot provide this service based on the guidelines issued by HRSA, therefore SPA will bring a MOTION to Friday's Planning Council meeting to eliminate the allocation of AIDS Pharmaceutical Assistance (local)(\$10,000) for a total "new ask" of \$11,309,511
 - SPA did not have enough time to review 2010 Directives. Review of the Directives will occur at the next SPA meeting which is Thursday, October 1st, at The Greek Olive in New Haven

(4.0) Membership/Finance:

Adaline DeMarrais reported that the M/F committee met and discussed the following items:

- The M/F committee reviewed the PCAT and the committee is on target with work activities
- The M/F committee reviewed recruitment strategies:

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1. Beverly and Jerod—Consortium outreach
 2. Afrika and Adaline-by next meeting will have a plan for mentorship
 3. Leif, Tom K and Roberta-working to “piggyback” community forums to existing community meetings
- The M/F committee reviewed, in Executive Session, PC membership applications
 1. MOTION will come forward at Friday’s PC meeting to move Bob Sideleau’s membership application to the full council for a vote
 2. There is another PC applicant that has submitted their application and has been notified of the PC application process
 - The M/F committee received a report from the Ryan White Office that there will be \$14,494.80 in 2008 MAI Carryover funds. The MAI fiscal year ended July 31st, 2008. In order to apply for the carryover, the M/F Committee must make a recommendation to the Planning Council, have the Planning Council approve the request and the Ryan White Office must apply for the carryover monies (to HRSA) by September 30th, 2009.
 - The M/F committee reviewed the current MAI funded service categories: 1) Ambulatory Outpatient Medical Care 2) Substance Abuse Outpatient 3) Medical Case Management 4) Mental Health Services. The goals of the carryover request are 1) get the money to providers for quick use by consumers 2) pay for services not salaries
 - The M/F committee will make a motion to request that the 2008 MAI carryover funds be equally distributed among the five regions and be used in Ambulatory Outpatient Medical Care, more specifically for Laboratory services. This motion is based on 1) AOMC is HRSA’s #1 service priority 2) Lab expenditures are easy to document in QI activities as it pertains to a client’s health outcomes 3) It is cost effective and 4) It supports Persons Living with HIV/AIDS (PLWHA) that are in care

(5.0) Quality Improvement Committee Report:

Charlotte Burch reported that the QI committee did not meet in August and that the next meeting is scheduled for October

(6.0) Grantee Office Report:

Tom Butcher reported:

- That the Ryan White office is still waiting on HRSA to issue the 2010 Part A grant guidance but that it should be released by the end of the week (tomorrow)
- The Ryan White office will have a 6 month expenditure report for the M/F committee in October
- Gail Glenn said she is busy closing out the 2009 fiscal site visits as well as the 2008 MAI grant year

(7.0) New/Old Business

- Leif Mitchell discussed the Council’s policy as it pertains to advocacy. The Council has a policy prohibiting advocacy by the full Council. Therefore, it would be inappropriate for the Council to sign on to the CAEAR Coalition Consensus document.

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- Bob Sideleau stressed the importance of communication with the PLWHA community with regard to AIDS Rx local...and that it was an issue at the last Mayor's AIDS Taskforce meeting

Announcements

- None

Adjournment

The meeting was adjourned at 1:50 pm.