

Ryan White EMA Planning Council

New Haven & Fairfield Counties

Roberta Stewart & Joanna Montgomery, Co-Chairs

Strategic Planning & Assessment Committee

Meeting Summary

Meeting Date: Thursday, October 1st, 2009
Start Time 2:00 pm
End Time: 3:45 p.m.
Location: The Greek Olive, New Haven
Presiding Chair: Joanne Montgomery
Recorder: Jeff Daniel, Planning Council Staff

Summary of Committee Business Votes

- Approval of Committee meeting minutes: 9/3
- Approval of FY 2010 Directives

Council Member Assignments

- Attend committee and Planning Council meetings per the Council's By-Laws

Staff Assignments

- Post approved agenda and meeting minutes on website (www.ryanwhitecare.org)
- Prepare Feedback Summary from Planning Council Meetings
- Finalize FY 2010 Directives for Planning Council meeting

Attendance Record - 2009

SPA Committee Members	1/8	2/5	3/5	4/2	5/7	6/4	7/9	7/17	7/30	8/6	9/3	10/1	12/3
1. Jennifer Loschiavo	●	●	●	●	●		●		●		●	●	
2. Joanne Montgomery						●	●	●	●	●	●	●	
3. Krystle Moore		●	●	●	●	●	●	●		●	●	●	
4. Clara Ramos											●	●	
5. Roberta Stewart	●	●	●	●	●	●	●	●	●	●	●	●	
Ryan White Office	●	●			●	●	●	●	●	●	●	●	
Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●	●	
Other Participants	Tom Kidder (PC), Leif Mitchell (PC), Bob Sideleau (PC), Dennis Torres (PC)												

* Meeting attendance policy does not apply for special meetings per By-Laws.

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(1.0) Moment of Silence

The meeting was called to order by co-chair Joanne Montgomery at 2:00 PM. She asked everyone to quiet their cell phones as a "Moment of Silence" was observed.

(2.0) Welcome and Introductions

Joanne welcomed everyone and advised them that it is a public meeting, and to be wise in sharing information.

(3.0) Co-Chair Announcements

Joanne led the committee in review of the agenda. Joanne said Directives are made by the Council to the Ryan White Part A office on how we (the Council) would like to spend the money.

(4.0) Approval of Committee meetings:

Joanne asked everyone to review the minutes from the September 3rd, 2009 meeting.

MOTION TO APPROVE 9/3 MINUTES: 1ST: BOB SIDELEAU; 2ND: JENNIFER LOSCHIAVO

DISCUSSION: NONE

FOR: KIDDER, LOSCHIAVO, MITCHELL, MOORE, SIDELEAU, STEWART

AGAINST: NONE

ABSTENTIONS: MONTGOMERY, RAMOS, TORRES

NOT PRESENT: NONE

(5.0) New/Old Business

(5.a.) Review Planning Council Survey Feedback Forms from September meeting.

The Committee reviewed the feedback forms from the September PC meeting:

- The issues brought up in the feedback forms are being addressed (members of public at the table)

(5.b.) Review SPA PCAT

The committee reviewed the SPA PCAT. The committee is on track based on the work activities.

(5.c.) Discussion and Finalization of FY 2010 Directives to the Ryan White Office

The committee reviewed the FY 2010 Directives to the Ryan White Office and made minor changes. *(Please see attached sheet for changes made to FY 2009 Directives)*

MOTION TO APPROVE FY 2010 DIRECTIVES: 1ST: BOB SIDELEAU; 2ND: TOM KIDDER

DISCUSSION: NONE

FOR: KIDDER, LOSCHIAVO, MITCHELL, MOORE, RAMOS, SIDELEAU, TORRES

AGAINST: NONE

ABSTENTIONS: MONTGOMERY, STEWART

NOT PRESENT: NONE

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(5.d.) FY 2010 PSRA Recap

The committee recapped the FY 2010 Priority Setting and Resource Allocation process. The committee discussed the following items:

- Update “Other Funding” specifically include DEMAS funding
- Would like to have information on Energy Assistance programs
- Early Intervention Services vs. Outreach
- Community Forums—better participation with more lead time
- Regional Meeting Feedback
- Collaboration with the State on Needs Assessment activities
- Conduct of a Needs Assessment to solicit Consumer input to needed services

(6.0) Adjournment

Next Meeting: Thursday, December 3rd, 2009 2-4 pm in New Haven @ The Greek Olive.

The meeting was adjourned at 3:45 p.m.

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FY 2009 DIRECTIVES TO THE RYAN WHITE OFFICE

I. GRANT ADMINISTRATION

DIRECTIVE 1.1 - TO FACILITATE GEOGRAPHIC FUNDING DISTRIBUTION

~~General Funds and Minority AIDS Initiative Funds~~ Ryan White Part A funds shall be divided among five regions according to the most reliable epidemiological data currently available from the Connecticut Department of Public Health. For ~~FY2009~~ **FY 2010**, the allocation formula will be based on the geographic distribution of the persons living with HIV/AIDS: 34% for New Haven; 25% for Bridgeport; 17% for Stamford/Norwalk; 19% for Waterbury/Meriden/Valley; and 5% for Danbury.

The Ryan White Office will monitor geographic distribution of funding, produce a regular report, and submit the expenditure report to the Membership/Finance Committee.

DIRECTIVE 1.2 - TO FACILITATE COST EFFECTIVENESS AND FULL EXPENDITURE OF FUNDING ACROSS ALL SERVICE CATEGORIES

The Ryan White Office must ensure that prioritized funded services are available to all people living with HIV/AIDS in all regions of the ~~TGA~~ EMA. The Ryan White Office will utilize service categories and percentages as approved by the Planning Council. The Ryan White Office shall produce a report to the Council. The report will show the final allocations. The Ryan White Office shall produce no less than a quarterly report, and submit the report to the Membership/Finance Committee. ~~The Ryan White Office shall use service category definitions approved by the Planning Council.~~

DIRECTIVE 1.3 – TO FACILITATE EFFECTIVE DISBURSEMENT OF MINORITY AIDS INITIATIVE FUNDS

~~A minority community-based organization shall be defined as follows: People of color must make up more than 50% of total representation in each of the following categories: management staff, administrative staff, service provision staff, professional staff, Board members, and clients.~~

~~After funding eligible minority, community-based organizations, remaining funds may be allocated to non-minority organizations that: are located in or near target communities; have a documented history of providing service to the target community; have documented linkages to target population; and provide culturally and linguistically appropriate services.~~

DIRECTIVE ~~1.4~~ 1.3 – TO SUPPORT THE DEVELOPMENT OF THE SERVICE DELIVERY SYSTEM WITHIN EACH OF THE PLANNING COUNCIL'S FIVE REGIONS

~~Only organizations that provide direct services may apply for Ryan White Part A Funds. State and city entities cannot apply for Ryan White Part A Funds.~~

II. SERVICE CATEGORIES

DIRECTIVE 2.1 - TO FACILITATE CONTINUITY OF SERVICE CATEGORY DEFINITIONS

~~The Ryan White Office shall use service category definition approved by the Planning Council.~~

II. GENERAL CONTRACTOR RESPONSIBILITIES

DIRECTIVE 3.1 – TO PROMOTE COLLABORATIVE PLANNING AND POLICY-MAKING WITHIN EACH OF THE PLANNING COUNCIL'S FIVE REGIONS

In each region of the TGA, Part A funded service providers must convene a regional planning group (or participate in an existing group that meets the requirements). The regional planning group must be

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comprised of consumers and a representative from each Part A funded service provider operating in the respective region. The planning group should include other representatives from Ryan White Part B, Part C, Part D, state and federal HIV prevention and care contractors, and other parties relevant to building the region's HIV/AIDS system of care. The regional group should meet monthly at least 10 times per year for the purpose of discussing issues including by not limited to: integration of prevention/care services; co-location of services; barriers to care; funding opportunities; consumer participation; and continuous quality improvement; among others.

The Ryan White Office will monitor attendance of Part A funded services providers, produce a report, and submit the report to the Quality Improvement Committee.

DIRECTIVE 3.2 – TO FACILITATE DEVELOPMENT OF AND ADHERENCE TO THE STANDARDS OF CARE

All Ryan White Part A funded service providers shall adhere to the Standards of Care approved by the Planning Council and developed in partnership with the Ryan White Office and Quality Improvement Committee.

The Ryan White Office shall monitor data collection and quality of care, produce a quarterly report, and submit the report to the Quality Improvement Committee.

DIRECTIVE 3.3 – TO FACILITATE SERVICE UTILIZATION DATA

All Ryan White Part A funded service providers shall collect and store service utilization data by using the CareWare system.

The Ryan White Office shall monitor data collection and utilization data and produce a report for the Strategic Planning and Assessment Committee for the purpose of Priority Setting and Resource Allocation Process.

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FY 2010 DIRECTIVES TO THE RYAN WHITE OFFICE (SPA Approved October 1st, 2009)

I. GRANT ADMINISTRATION

DIRECTIVE 1.1 - TO FACILITATE GEOGRAPHIC FUNDING DISTRIBUTION

Ryan White Part A Funds shall be divided among five regions according to the most reliable epidemiological data currently available from the Connecticut Department of Public Health. For **FY2010**, the allocation formula will be based on the geographic distribution of the persons living with HIV/AIDS: 34% for New Haven; 25% for Bridgeport; 17% for Stamford/Norwalk; 19% for Waterbury/Meriden/Valley; and 5% for Danbury.

The Ryan White Office will monitor geographic distribution of funding, produce a regular report, and submit the expenditure report to the Membership/Finance Committee.

DIRECTIVE 1.2 - TO FACILITATE COST EFFECTIVENESS AND FULL EXPENDITURE OF FUNDING ACROSS ALL SERVICE CATEGORIES

The Ryan White Office must ensure that prioritized funded services are available to all people living with HIV/AIDS in all regions of the EMA. The Ryan White Office will utilize service categories and percentages as approved by the Planning Council. The Ryan White Office shall produce a report to the Council. The report will show the final allocations. The Ryan White Office shall produce no less than a quarterly report, and submit the report to the Membership/Finance Committee.

The Ryan White Office shall use service category definition approved by the Planning Council.

DIRECTIVE 1.3 – TO SUPPORT THE DEVELOPMENT OF THE SERVICE DELIVERY SYSTEM WITHIN EACH OF THE PLANNING COUNCIL’S FIVE REGIONS

Only organizations that provide direct services may apply for Ryan White Part A Funds. State and city entities cannot apply for Ryan White Part A Funds.

II. GENERAL CONTRACTOR RESPONSIBILITIES

DIRECTIVE 2.1 – TO PROMOTE COLLABORATIVE PLANNING AND POLICY-MAKING WITHIN EACH OF THE PLANNING COUNCIL’S FIVE REGIONS

The Ryan White Office will ensure that in each region of the EMA, Part A funded service providers will convene a regional planning group. The regional planning group must be comprised of consumers and a representative from each Part A funded service provider operating in the respective region. The planning group should include other representatives from Ryan White Part B, Part C, Part D, state and federal HIV prevention and care contractors, and other parties relevant to building the region’s HIV/AIDS system of care. The regional group should meet monthly at least 10 times per year for the purpose of discussing issues including but not limited to: integration of prevention/care services; co-location of services; barriers to care; funding opportunities; consumer participation; and continuous quality improvement; among others.

DIRECTIVE 2.2 – TO FACILITATE DEVELOPMENT OF AND ADHERENCE TO THE EMA’S STANDARDS OF CARE

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All Ryan White Part A funded service providers shall adhere to the Standards of Care approved by the Planning Council and developed in partnership with the Ryan White Office and Quality Improvement Committee.

The Ryan White Office shall monitor data collection and quality of care, produce a periodic report in conjunction with the Planning Council's Quality Improvement Committee, and submit the report to the Quality Improvement Committee.

DIRECTIVE 2.3 – TO FACILITATE SERVICE UTILIZATION DATA

The Ryan White Office shall monitor data collection and utilization data and produce a report for the Strategic Planning and Assessment Committee for the purpose of the Priority Setting and Resource Allocation process.