

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, April 15th, 2011

Start Time: 12:01 p.m.

End Time: 1:40 p.m.

Location: The Greek Olive, New Haven, CT

Presiding Chair: Leif Mitchell

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 3/11/11

(1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:01 p.m. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

(2.0) Introductions

Planning Council members introduced themselves stating the town they live in and if they hold a leadership position on the Council.

(3.0) Welcome, Overview, Meeting Objectives and Co-Chair Announcements

Leif asked everyone to silence electronic devices. He also reminded everyone that this is a business meeting and open to the public, so members of press or others could attend. He cautioned participants to be judicious regarding their HIV status and/or with Person Health Information (PHI). He welcomed all members and asked council members and guests to introduce themselves and state any affiliation.

Co Chair Announcements:

- HRSA Project Officer call on April 13th attended by Tom, Jeff and myself. The EMA has a new Project Officer: Britney Bovenizer who will be responsible for all of Connecticut
- handed out the CHPC newsletter and calendar
- Reminded Planning Council Members to limit side conversations as this was noted in last month's feedback, which was reviewed during April's Membership/Finance committee meeting
- Announced Charlotte Burch has stepped down as Co-Chair of the Quality Improvement committee. Leif and the several Council members applauded Charlotte for her time, commitment and dedication to consumers while serving as QI Co-Chair. Charlotte will continue to be an active Council member.

(4.0) Public Comment

None

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the March 11th, 2011 minutes for accuracy.

(5.2) Bob Sideleau motioned to approve the minutes. Joanne Montgomery seconded the motion.

(5.3) The Council minutes were approved without corrections. *(Please see attached voting sheet detail for all Planning Council votes)*

(6.0) Planning Council Committee Reports

(6.a) Membership Finance Committee

Bob Sideleau gave the following Membership/Finance Committee report:



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1. Reviewed Membership/Finance PCAT
 - a. Committee is on track based on the FY 2011 PCAT
2. Reviewed Planning Council Feedback
 - a. March Feedback was good. Friendly reminder by Council Co-Chairs for Planning Council members to limit side discussions
3. Reviewed Planning Council Reflectiveness
 - a. PC's target for non-conflicted consumers has improved. Still seeking Hispanics and non-aligned consumer.
4. Reviewed Planning Council Attendance
 - a. Two members were made aware that they had missed 3 meetings. Per the Council's by-laws, each member is allowed to miss 4 committee meetings and 4 Planning Council meetings before they are removed from the Council. Joanne Montgomery clarified that on the 5th absence of either a committee meeting or Planning Council meeting, the member is discharged from the Council.
5. Membership Recruitment and Retention Plans
 - a. Discussed Community Info Session #5 (Danbury)
 - i. The Danbury Forum had 14 consumers with very active participation. Leif gave kudos to Caesar and Roberta for putting the Consumer Forum together and for getting consumers to participate. The consumers were very knowledgeable about services and it was evident APGD was a big reason.
 - ii. With Danbury complete, the Consumer Forum data will be finalized by staff and sent to SPA for use in the EMA's FY 2012 PSRA process
6. Reviewed of Membership Applications
 - a. No applications to review at this time
7. Develop Recruitment plan to maintain EMA's epidemic reflectiveness
 - a. Discussed three options: 1) focusing on Hispanic Unidos 2) Region 5 and 3) Bridgeport agencies (Adaline)
8. The Grantee provided the committee with an expenditure report. Preliminary expenditure rate is 99% for services. Factoring in the grantee's administration budget, the percentage is 98%.
9. Next meeting will be Thursday, May 5th at The Greek Olive in New Haven from noon to 2 p.m.

(6.b) Strategic Planning & Assessment Committee

Joanne Montgomery gave the following Strategic Planning & Assessment Committee report:

1. Reviewed the current grant year Planning Council Activity timeline.
 1. The committee is on track based on the assigned work activities
2. Develop 2012 Priority Setting and Resource Allocation Process
 1. Committee reviewed the FY 2011 Priority Setting data sets. For FY 2012 the committee will use the following data sets to inform the EMA's Service Priorities:
 1. 2011 Out of Care Needs Assessment (if able to have completed in time) or none. The Council will conduct an Out of Care Needs Assessment but it might be after the PSRA process. The grantee, when writing the FY 2012 application, will inform HRSA that the EMA is in the process of conducting an Out of Care Study. The Committee felt the 2007 Out of Care Needs Assessment was dated and not relevant to FY 2012 planning
 2. 2010 In Care Needs Assessment
 3. 2010 Community Forums
 4. 2010 Service Utilization
 5. 2010 Public Comment (from Planning Council Meetings)
 6. 2010 Newly Diagnosed Needs Assessment



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7. Quality Improvement data

3. At the May SPA meeting, the committee will review data to inform FY 2012 Resource Allocation
4. Reviewed and Discussed the EIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies.
 1. Most of the 9 strategies are completed or in process
 2. Staff presented Peer Outreach models based on research conducted from other EMAs and TGAs. This information will be used by to help construct the EMA's Peer Outreach model, which is a component of Early Intervention Services
 3. Gabriella Rosa suggested the committee update the EIHA strategies—which will occur in May
5. Needs Assessment Activity
 1. Discussed the process to conduct an Out of Care (no CD4, Viral Load or ART w/I the past 6-12 months) Needs Assessment to inform FY 2012 PSRA. Due to partial grant award, timing of OOC NA will be determined once the RWO receives the full award. MIGHT NOT occur if the EMA receives a cut in funding.
6. Next meeting will be Thursday, May 5th from 2-4 p.m. at the Greek Olive in New Haven

(6.c) Quality Improvement Committee

Brian Kuerze gave the following Quality Improvement report:

1. Reviewed the current grant year Planning Council Activity timeline.
 - a. The committee is on track based on the assigned work activities
2. Reviewed Strategic Plan being developed for Quality Improvement Committee
3. Reviewed the Primary Medical Care Standard of Care and began to update it based on the newly issued HRSA program monitoring standards
4. Reviewed the Medical Case Management Standard of Care and began to update it based on the newly issued HRSA program monitoring standards
5. Review and updated Early Intervention Services Standard of care based on the newly issued HRAS program monitoring standards
 - a. It is somewhat complicated and the committee is aligning it with the National HIV/AIDS Strategy
6. Reviewed SPA's data request for QI information to be used in the FY 2012 Priority Setting and Resource Allocation process
7. Next meeting will be Friday, May 6th from noon to 2 p.m. at the Greek Olive in New Haven

(7.0) Grantee Report

Tom Butcher reported:

1. The EMA has not received final Notice of Grant Award yet.
2. Based on the final Congressional budget, the Ryan White program took a relatively minor .2% cut, which is very good for People Living with HIV/AIDS
3. HRSA has released new Monitoring Standards totaling 78 pages
4. on final expenditures for the EMA totaling 99.65% of available funds. When Admin funds are included, the total expenditure rate is 98.8%. The grantee will be applying for carryover funds and would like the Mem/Fi committee to discuss a carryover request at its May meeting. Committee members were very supportive of the grantee in its incredible expenditure rate.

(8.0) New/Old Business

Leif Mitchell led the Council in review of the National HIV/AIDS Strategy. Leif presented a 14 slide PowerPoint and distributed a two page overview of the NHAS. The NHAS presentation is available at the Council's website:

www.ryanwhitecare.org under the "Council Documents" tab.

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(9.0) Public Comment

None

(10.0) Announcements

1. AIDS Awareness Day at the Capitol is May 11th
2. Leif thanked everyone who attended CIRA's AIDS Science Day. It was a great success. One of the big highlights was the Photo Booth.
3. Bob and Tom K are doing another forum on: Clinical Quality: What every Consumer should know. To be held April 27th, 2011 from 11:30 to 2 p.m. at Fair Haven Community Health Center. Participants will receive a \$20 food card. Interested individuals can contact Bob at 203.843.0303
4. The Day Street Community Health Center is hosting an open house on Wednesday, April 30th at 4:30 p.m. Please RSVP to Angelica Camacho at 203.854.9292 ext. 2992 or camacha@chcl.com

(11.0) Planning Council Feedback

All members and guests were asked to complete the meeting feedback form.

(12.0) Adjournment

Leif thanked everyone for their participation in today's meeting and asked everyone to please take a moment to fill out feedback forms and return them to staff. The meeting was adjourned at 1:40 p.m.

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¹Planning Council Meeting Attendance Record-2011

	Council Member	1/14	2/18	3/11	4/15	5/13	6/10	7/15	8/12	9/9	10/14	11/11	12/9
1.	Ric Browne			X	X								
2.	Charlotte Burch	A	X	X	X								
3.	Brian Datcher		X	A	X								
4.	Adaline DeMarrais	X	A	X	A								
5.	Thomas Kidder			X	X								
6.	Heidi Jenkins				X								
7.	Brian Kuerze	X	X	X	X								
8.	Beverly Leach PC Co-Chair	X	X	X	X								
9.	Ronald Lee	X	X	A	X								
10.	Jennifer Loschiavo	X	X	X	A								
11.	Leif Mitchell PC Co-Chair	X	X	A	X								
12.	Caesar Moffett, Jr.	X	X	X	X								
13.	Ken Teel	X	X	X	X								
14.	Kenneth McCoy	A	A	A	X								
15.	Krystle Moore	X	X	X	X								
16.	Joanne Montgomery	X	A	X	X								
17.	Clara Ramos	A	X	X	A								
18.	Christine Romanik	X	X	X	X								
19.	Gabrielle Rosa	X	X	X	X								
20.	Robert Sideleau	X	A	X	X								
21.	Roberta Stewart	X	X	X	X								
22.	Dennis Torres	X	X	X	X								
	Ryan White Office	X	X	X	X								
	Planning Council Staff	X	X	X	X								
	% of Council present:	84%	79%	81%	81%								

Guests: Penny Alesi, Cam Crosby, Bill Caldrello, Andrew Lyons, Terry Tian, Lakeisha Green (RWO), Sylvia Mitchell, Gail Glenn

¹ Note: Council Members must not miss more than four Council or committee meetings per year regardless of reason.



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Planning Council Meeting Voting Record

	Council Member	March Minutes
1.	Ric Browne	Y
2.	Charlotte Burch	Y
3.	Brian Datcher	Y
4.	Adaline DeMarrais	NP
5.	Heidi Jenkins	AB
6.	Thomas Kidder	Y
7.	Brian Kuerze	Y
8.	<i>Beverly Leach PC Co-Chair</i>	Y
9.	Ronald Lee	Y
10.	Jennifer Loschiavo	NP
11.	<i>Leif Mitchell PC Co-Chair</i>	AB
12.	Caesar Moffett, Jr.	Y
13.	Ken Teel	Y
14.	Kenneth McCoy	Y
15.	Krystle Moore	Y
16.	Joanne Montgomery	Y
17.	Clara Ramos	NP
18.	Christine Romanik	Y
19.	Gabrielle Rosa	Y
20.	Robert Sideleau	Y
21.	Roberta Stewart	Y
22.	Dennis Torres	Y

Y= YES N=NO AB=ABSTENTION NP=NOT PRESENT