

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee
Meeting Minutes**

Meeting Date: Thursday, May 12th, 2011
Start Time: 12:14 p.m.
End Time: 1:45 p.m.
Location: The Greek Olive
Presiding Chair: Beverly Leach
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Minutes of April 14th, 2011 Executive Committee meeting

Attendance Record - 2011

	Council Member	1/13	2/17	3/10	4/14	5/12	6/9	7/14	8/11	9/8	10/13	11/17	12/8
1.	Adaline DeMarrais (Membership/Finance Co-Chair)	A	X	X	X	X							
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	X	X	X							
3.	<i>Beverly Leach PC Co- Chair</i>	X	X	X	X	X							
4.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X	X							
5.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X							
6.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X							
	Ryan White Office	X	X	X	X	X							
	Planning Council Staff	X	X	X	X	X							
	% of Committee present:	75%	75%	75%	100%	100%							

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 12:14 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Executive Committee members introduced themselves.

(3.0) Co-Chair Announcements

HRSA Project Officer Call—rescheduled for Thursday, May 19th



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(4.0) Approval of April 14th, 2011 Meeting Summary

Joanne Montgomery moved that the minutes of the Executive Committee meeting be approved.
Adaline DeMarrais seconded the motion.

For: DeMarrais, Kuerze, Mitchell, Montgomery, Stewart

Against: None

Abstain: Leach

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Adaline DeMarrais gave the following Membership/Finance Committee report:

1. Co-Chair Announcements:
 - a. Bob has resigned as Co-Chair of Mem/Fi due to work conflicts. The committee will need to discuss a new Co-Chair at June's meeting. Recommendations are forwarded to Executive for review and discussion. The Council Co-Chairs make the final appointment.
2. Reviewed Membership/Finance PCAT
 - a. Committee is on track based on the FY 2011 PCAT
3. Reviewed Planning Council Feedback
 - a. April Feedback was good. Staff talked to the Greek Olive about logistics/issues.
4. Reviewed Planning Council Reflectiveness
 - a. PC's target for non-conflicted consumers is 32%--our goal is 33%. Still seeking Hispanics and non-aligned consumer as well as Medicaid rep. Recommend Council Co-Chairs get involved. Asked PC Co-Chairs to talk to HRSA Project Officer (Britney Bovanizer) and ask for guidance
5. Reviewed Planning Council Attendance
 - a. 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. Two members are aware they have missed three meetings.
6. Membership Recruitment and Retention Plans
 - a. Discussed Community Info Session #5 (Danbury)
 - i. There were 14 consumers who participated in the Danbury forum
 - ii. The Community Forum feedback was very good.
 - iii. Dot exercise from all regions will be used in SPA's 2012 Priority Setting and Resource Allocation process
 - iv. Bob and Tom K held a Consumer involvement forum and offered to use their session in New Haven as a replacement for Community Info Session #4, which was poorly attended. M/F recommended that SPA use Bob and Tom K's consumer data in place of CF #4 (which had 9 consumers). M/F recommended SPA accept the higher consumer participation forum
7. Reviewed of Membership Applications



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- a. No applications to review at this time. One application was received but several pages were missing. Staff will work with the Ryan White Office to contact the agency that submitted the application to get the necessary information.
8. 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)
9. Carry over request discussion
 - a. The committee received carry over amounts from the Ryan White Office. The amounts are as follows: Part A Formula- \$57, 351.70 Minority AIDS Initiative-\$58, 933.79 . Two motions will come to Planning Council:
 - i. Motion #1: The M/F committee moves that the FY 2010 Minority AIDS Initiative carryover, in the amount of \$58,933.78 be allocated to Early Intervention Services and divided equally among the Eligible Metropolitan Area's (EMA) five regions. Comes from committee and does not need a second
 - ii. Motion #2: The M/F committee moves that the FY 2010 Part A Formula carryover, in the amount of \$57,351.70, be allocated to Ambulatory Outpatient Medical Care, specifically Laboratory Services, and divided equally among the Eligible Metropolitan Area's (EMA) five regions. Comes from committee and does not need a second
 - iii. Prior to and during all votes, the Planning Council reviewed conflict of interest and members abstained according to the Council's By-Laws.
 - iv. Staff updated FY 2011 Conflict of Interest on the Planning Council sign in sheet.
10. Next meeting will be Thursday, June 2 at Burroughs Community Center from noon to 2 p.m.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. Reviewed the current grant year Planning Council Activity timeline.
 - a) The committee is on track based on the assigned work activities
2. Develop 2012 Priority Setting and Resource Allocation Process
 - a) The committee received and reviewed Quality Improvement data from the QI committee for use in the FY 2012 Priority Setting process. The SPA committee determined that utilizing Standard of Care compliance was the best method to integrate QI findings into the PS process.
 - b) The committee received a recommendation from Mem/Fi to use Bob and Tom K's New Haven consumer forum data in place of Community Forum #4. Committee agreed to use the larger consumer participation feedback to inform FY 2012 Priority Setting
 - c) Committee reviewed the FY 2011 Resource Allocation data sets. For FY 2012 the committee will use the following data sets to inform the EMA's Resource Allocation:
 1. Ryan White Parts B,C,D, F and Special Projects of National Significance (SPNS)
 2. DMHAS
 3. Minority AIDS Initiative
 4. Housing Opportunities for People with AIDS (HOPWA)
 5. Dept of Social Services
 6. Substance Abuse and Mental Health Services Administration (SAMHSA)



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7. Connecticut Medicaid
8. LIA (Low Income Adult)
3. Reviewed and Discussed the EIIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies.
 - a) Most of the 9 strategies are completed or in process
 - b) Staff has conducted 51 high risk surveys at Recovery Network of Programs substance abuse treatment facility
4. Needs Assessment Activity
 - a) Discussed the process to conduct an Out of Care (no CD4, Viral Load or ART w/l 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.
5. Next meeting will be Thursday, June 2nd from 2 p.m. to 4 p.m. at Burroughs Community Center in Bridgeport

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement report:

1. Ambulatory Outpatient Medical Care - to be compliant with US Public Health Services Guidelines (require specific reference to minimum of 2 HIV medical visits within a year, more precise wording on Viral Load tests, also 2 per year, and documentation of existence of a co-infection (HIV: Hepatitis C) treatment protocol MOTION : A motion was made to incorporate two changes (specifics on viral load and inclusion of a HIV: Hepatitis C co-infection protocol) to the AOMC Standard to be compliant with US Public Health Service guidelines (reference of 2 or more HIV medical visits per year is already included).
2. Medical Case Management - revisions at state level to include more cultural competency, training requirements and Partner Notification documentation. Deleted New Haven EMA requirement of documenting two of 7 current Health Maintenance indicators (Cancer History and Smoking Cessation) although these remain in the Assessment form. The other five are captured through CAREWare and available to community-based MCMs through data sharing. MOTION: A motion was made to include the changes recommended by the Statewide MCM group (1. Inclusion of Partner Notification 2. Increased cultural competency 3. Increased training) and to specifically delete two of the seven New Haven EMA specific Health Maintenance indicators (1. Cancer history 2. Smoking Cessation). The five remaining Health Maintenance indicators are captured through CAREWare and can be accessed by community-based MCMs through data sharing. The two deleted indicators will remain in the Assessment, but are difficult for all MCM to obtain.
3. Approved and forwarding Pilot Standard of Care for Early Intervention Services : MOTION : To adopt the pilot Early Intervention Services Standard of Care to be used to track utilization in compliance with HRSA mandates in 2011 and refine this Standard for full use in 2012.
 - a. Discussed National HIV/AIDS strategy – detailed discussion in June QIC meeting.



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- b. Discussed 2011 Focused QM Site Visits to include four services with in-depth data capture: AOMC, EIS (pilot), MCM and Housing (all referenced in National HIV/AIDS Strategy).
4. Ensured that HIV/AIDS Bureau (HAB) performance measures and National HIV/AIDS Strategy goals are referenced in Chart Audit Tools for these Standards of Care. For the June QIC meeting, focus will be on new HRSA Program Monitoring Standards (PMS) and integration into all Service Chart Audit Tools.
5. Reviewing possible candidates for QI Committee Co-Chair. Next meeting is Friday, June 3rd from noon to 2 p.m. at Burroughs Community Center.

(6.0) Grantees' Report

Tom Butcher reported:

1. No notice of grant award yet. There is a HRSA conference call with Part A grantees on 5/17/11 and Notice of Grant award is on the agenda. I will let the Council know what I find out.
 - a. Joanne Montgomery asked if services in other regions were being interrupted due to lack of funding. Regions 1 and 5 reported services were continuing
 - b. Adaline DeMarrais reported there is significant angst among our clients and agency employees about the lack of funding.
 - c. Tom Butcher said it is his expectation that all services for People Living with HIV/AIDS to continue but unfortunately, he cannot mandate it.
2. No guidance on Progress Report
3. Thanked the Membership/Finance Committee and Planning Council for the FY 2010 Carry Over requests

(7.0) New/Old Business

- a. Review of PCAT
 - i. The Committee reviewed the Executive Committee PCAT and determined the committee is on track with assigned work duties
- b. Committee Co-Chair changes
 - i. There are two Committee Co-Chair positions open: Quality Improvement and Membership/Finance. The Council Co-Chairs reviewed the process for appointing new committee co-chairs (Committee discusses possible candidates. Candidates are forwarded to Executive Committee for review and discussion and the final appointment(s) are made by the Council Co-Chairs). Beverly and Leif asked QI and M/F to add Committee Co-Chair discussion to each of their agendas and come to the June Executive Committee meeting with possible candidates.
- c. Review of Planning Council Agenda
 - i. The Committee reviewed the May 13th, 2011 Planning Council agenda for accuracy
- d. Planning Council Training review and discussion



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- i. The Executive Committee determined the training topic for Friday's PC meeting should be review of the Council's Priority Setting and Resource Allocation process. Roberta Stewart graciously volunteered to lead this month's Council training. Staff will prepare training materials for Roberta to present.

(8.0) Planning Council Committee meetings

- MF – Thursday, June 2nd Noon- 2 p.m.
- SPA –Thursday, June 2nd- 2 p.m.-4 p.m.
- QI –Friday, June 3rd, Noon-2 p.m.
- Executive – Thursday, June 9th, Noon to 2 p.m.
- Planning Council- Friday, June 10th, Noon-2 p.m. (New Haven)

(9.0) Announcements

None

(10.0) Adjournment

The meeting adjourned at