

**Ryan White EMA Planning Council**  
New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee  
Meeting Minutes**

**Meeting Date:** Thursday, June 9<sup>th</sup>, 2011  
**Start Time:** 12:15 p.m.  
**End Time:** 1:45 p.m.  
**Location:** Burroughs Community Center  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Jeff Daniel

**Summary of Committee Business Votes**

- Minutes of May 12<sup>th</sup>, 2011 Executive Committee meeting

**Attendance Record - 2011**

	<b>Council Member</b>	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	A						
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	X	X	X	X						
3.	<i>Beverly Leach PC Co- Chair</i>	X	X	X	X	X	X						
4.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X	X	X						
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)												
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X						
7.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X						
8.	Ken Teel (Quality Improvement Co-Chair)												
	Ryan White Office	X	X	X	X	X	A						
	Planning Council Staff	X	X	X	X	X	X						
	% of Committee present:	75%	75%	75%	100%	100%	83%						

**(1.0) Moment of Silence**

Leif Mitchell called the meeting to order at 12:15 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS. Leif also announced this month was the 30<sup>th</sup> Anniversary of the first HIV/AIDS case in the United States.



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**(2.0) Welcome and Introduction**

Executive Committee members introduced themselves.

**(3.0) Co-Chair Announcements**

- a. Committee Co-Chair changes
  - i. Discussed the nomination of Caesar Moffett, Jr. to Co-Chair Membership/Finance Committee with Adaline DeMarrais. The Council Co-Chairs will make the final decision on the appointment of Caesar. It was noted that Caesar has perfect attendance on the M/F committee.
  - ii. Discussed the nomination of Ken Teel to Co-Chair of Quality Improvement Committee with Brian Kuerze. The Council Co-Chairs will make the final decision on the appointment of Ken. Another name, Kenny McCoy was discussed as a possible co-chair candidate but Kenny decided he wasn't ready to step forward and co-chair a committee. Joanne Montgomery said Ken Teel would be a good candidate. Roberta Stewart said Ken is a good guy, known him for a while, he's a non-conflicted consumer. Roberta asked Brian Kuerze if he would be comfortable with Ken as co-chair. Brian Kuerze responded he would be very comfortable with Ken Teel as Co-Chair of QI.
- b. There is a HRSA Project Officer Conference Call on June 16<sup>th</sup> at 3 p.m.

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

Joanne Montgomery moved that the minutes of the Executive Committee meeting be approved. Roberta Stewart seconded the motion.

**For:** Kuerze, Leach, Montgomery, Stewart

**Against:** None

**Abstain:** Mitchell

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Leif Mitchell gave the following Membership/Finance Committee report:

1. Co-Chair Nominations discussion
  - a. The Committee discussed the Committee Co-Chair vacancy and Caesar Moffet, Jr., put his name forward as a candidate willing to be considered for the vacant Co-Chair. Caesar's name will be forwarded to the Executive Committee for review and the Planning Council Co-Chairs will make the final determination. It was noted that Caesar has perfect attendance at the Membership/Finance committee as well as the Planning Council.
2. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the June work activities assigned to the committee.



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3. The Committee reviewed the Planning Council feedback from May. The feedback was very strong with no negative comments. Both council members and members of the public had very positive comment with regard to the Priority Setting and Resource Allocation training that was lead by Roberta Stewart.
4. The Committee reviewed the Planning Council reflectiveness. The Council is at 32% non-conflicted consumer with a goal of 33%. The Council is still seeking at Medicaid representative as well as Hispanic; Male and non-conflicted consumers. The Planning Council Co-Chairs will discuss the Medicaid vacancy with the EMA's project officer during their monthly call (scheduled for Thursday, 6/16 at 3 p.m.)
5. The Committee reviewed the Planning Council attendance. One member has missed 4 Planning Council meetings. Per the Council's By-Laws, on the fifth absence of either committee meetings or Planning Council meetings, the member is discharged from the Council.
6. The Committee reviewed two membership applications. The candidates were notified of the Council's membership application process.
7. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness. Strategies discussed included:
  - a. Hosting a Hispanic focused consumer forum in Meriden
  - b. Contacting Hispanos Unidos to engage Hispanic PLWHA
  - c. Invite the Consumer Forum attendees from Bob Sideleau and Tom Kidder's events to Council meetings
  - d. Contact Fairhaven with possibly hosting a Community Info Session at their location
8. The Committee finalized the FY 2010 Assessment of the Administrative Agency tool. This activity is a HRSA-Planning Council mandated function. The purpose is to determine the efficiency of the Administrative Agent (in our case, the City of New Haven Public Health Department). The tool has six questions and the data will be reviewed by the Executive Committee.
  - a. Part A funds were expended in a timely manner (Net 30<sup>[1]</sup>).
  - b. Part A contracts with service providers were signed in a timely manner
  - c. During FY 2010, the EMA had less than 3%(?) carryover in Part A funds.
  - d. Part A resources were reallocated in a timely manner to ensure the needs of the community are met.
  - e. Part A Programs funded in FY 2010 matched the service categories and percentages identified during the Council's Priority Setting and Resource Allocation process
  - f. Planning Council Directives were reflected in Part A programs funded in FY 2010.
9. Finally, the Committee received a Grantee report from Tom Butcher.
10. Next meeting is Thursday, July 7<sup>th</sup> from Noon to 2 p.m. at The Greek Olive

#### **b. STRATEGIC PLANNING & ASSESSMENT**

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the June work activities assigned to the committee.

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<sup>[1]</sup> Legally speaking Net 30 means that buyer will pay seller in full on or before the 30th calendar day (including weekends and holidays) of when the Goods were dispatched by the Seller or the Services were fully provided



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2. The Committee reviewed and determined the Grant Year 2012 Service Priorities and will make the following MOTION at tomorrow's Planning Council Meeting: The Strategic Planning & Assessment committee moves that the following ranked service priorities be approved as the Eligible Metropolitan Area's (EMA) 2012 Service Priorities

Service Category	2012 Ranking
Medical Case Management	1
Outpatient/Ambulatory Medical Care	2
Food Bank/Home Delivered Meals	3
Housing Services	4
Medical Transportation	5
Substance Abuse Services-Outpatient	6
Mental Health Services	7
Emergency Financial Assistance	8
Oral Health Care	9
Health Insurance	10
Substance Abuse Services-Inpatient	11
Early Intervention Services	12
AIDS Pharmaceutical Assistance (local)	13

3. The Committee asked staff to request an Epidemiology update from DPH as the latest version is not on the DPH website
4. The Committee did a preliminary review of the HRSA service category definitions. Tracy Kulik of Collaborative Research did a tremendous job comparing our current service category definitions with the new definitions. Staff will email the document prior to the July meeting so Council members can review. Next month, SPA will continue updating the service category definitions.
5. The Committee discussed the Early Intervention Service Model review. At this time, there isn't data to review as the program outcomes are waiting full funding from the federal government
6. The Committee reviewed the Early Identification of Individuals with HIV/AIDS (EIIHA) strategies. All are either completed or in process. The committee reviewed preliminary data from EIIHA Strategy #2---which is the conduct of a high risk mini-needs assessment for individuals at risk for HIV infection. Staff completed 51 surveys at Recovery Network of Programs. Results from the 51 surveys were shared with the SPA committee. More surveys are planned (at homeless shelters, food pantries, gay bars, etc)
7. The Committee is waiting for final funding from HRSA to determine the Needs Assessment activity
8. Next meeting is Thursday, July 7<sup>th</sup> from 2-4 p.m. at The Greek Olive in New Haven

**c. QUALITY IMPROVEMENT**

Brian Kuerze gave the following Quality Improvement report:

- 1) Nominee for QI Co-Chair: Ken Teel
- 2) Started re-discussion of HIV: Hepatitis C Co-Infection Protocol



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- a. Imperative to funding for HIV Prevention, HIV Treatment & Care and Hepatitis C prevention and treatment & care
- 3) Communication back to QIC about use of Standard of Care compliance scores and weighting for Priority Setting process
- 4) Review of focused 2011 Site Visit process
  - a. 4 services (Ambulatory/Outpatient Medical Care, Medical Case Management, Housing and in pilot fashion, Early Intervention Services) – all linked to National HIV/AIDS Strategy
  - b. Provider per service selected in each of 5 regions
  - c. Site Visits to occur from mid-June through all of July
  - d. Results to be reviewed with QIC at August meeting
- 5) Presentation and Discussion of Findings of 2010 Mental Health pod
  - a. Historically 'resistant' service to quantitative review process (scores stalled in low 80's for last 6 years)
  - b. With pod of providers within and outside Ryan White and consumer involvement, determined that the breadth and depth of services was so great (10 identified levels by the Department of Mental Health & Addiction Services, DMHAS) with RW Part A basically funding only one level (OP MH), that it required focus in a different area than other services
  - c. Resolution to reconvene pod in Fall to examine linkage with entire Continuum of Mental Health
- 6) Next QIC meeting is Friday, July 8<sup>th</sup> at The Greek Olive in New Haven

**(6.0) Grantees' Report**

- None (no Grantee representative present)

**(7.0) New/Old Business**

- c. Review of PCAT
  - i. The Committee reviewed the Executive Committee PCAT and determined the committee is on track with assigned work duties
- d. Executive Committee Meeting time and date
  - i. The Executive Committee discussed the possibility of moving their meeting to the Friday of Planning Council. Committee members discussed the pros and cons of moving the meeting and it was determined the Executive Committee would continue the discussion and decide at July's meeting.
- e. Review of Planning Council Agenda
  - i. The Committee reviewed the June 10<sup>th</sup>, 2011 Planning Council agenda for accuracy
- f. Planning Council Training review and discussion
  - i. Review of the FY 2012 Priority Setting process. Joanne Montgomery will lead the training.

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**(8.0) Planning Council Committee meetings**

- MF – Thursday, July 7<sup>th</sup> Noon- 2 p.m. (New Haven)
- SPA –Thursday, July 7<sup>th</sup> 2 p.m.-4 p.m. (New Haven)
- QI –Friday, July 8<sup>th</sup>, Noon-2 p.m. (New Haven)
- Executive – Thursday, July 14<sup>th</sup>, Noon to 2 p.m. (New Haven)
- Planning Council- Friday, July 15<sup>th</sup>, Noon-2 p.m. (Bridgeport)

**(9.0) Announcements**

- None

**(10.0) Adjournment**

The meeting adjourned at 1:45 p.m.