



Leif Mitchell & Beverly Leach, Co-Chairs

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### **Planning Council Meeting Minutes**

**Meeting Date:** Friday, July 15<sup>th</sup>, 2011

**Start Time:** 12:02 p.m.

**End Time:** 1:15 p.m.

**Location:** Burroughs Community Center

**Presiding Chair:** Leif Mitchell

**Recorder:** Jeff Daniel, Collaborative Research Staff

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#### **Summary of Council Business Votes**

Vote on:

1. Minutes from Planning Council on 06/10/11
2. Membership Application-Cousar

#### **(1.0) Moment of Silence**

Co-Chair Leif Mitchell called the meeting to order at 12:02 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**

Council members introduced themselves by stating town they are from 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).

Co Chair Announcements:

- Provided an update on the HRSA project officer call that was held on June 16<sup>th</sup>. Staff provided Brittany Bovenizer with an update of Council activities, in particular two questions regarding service category definitions (Substance Abuse Outpatient and Medical Transportation). Brittany also provided an update on her efforts to get a Medicaid rep appointed to the Council.
- Added a joint M/F and SPA committee meeting to the PCAT to address increased funding scenarios
- Moving Executive Committee to the 2<sup>nd</sup> Friday right before Planning Council (from 10 a.m. to 11:30 a.m.)
- Moving M/F and SPA committee meetings in December from 12/1 (World AIDS Day) to 12/8

#### **(4.0) Public Comment**

- None

#### **(5.0) Approval of Meeting Minutes**

(5.1) Members reviewed the June 10<sup>th</sup>, 2011 minutes for accuracy.

(5.2) Ken Teel motioned to approve the minutes. Ric Browne 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**

Adaline DeMarrais gave the following Membership/Finance Committee report:

1. The Committee welcomed Caesar Moffett, Jr. as the new Committee Co-Chair
2. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the July work activities assigned to the committee.
3. The Committee reviewed the Planning Council feedback from June. The feedback was very strong. The only negative comments were based on the room layout and the use of the podium. Staff will work with the Greek Olive on the August PC meeting arrangements based on PC feedback. Council members had very positive feedback with regard to the Priority Setting training led by Joanne Montgomery.
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 a Medicaid representative as well as Hispanic; Male and non-conflicted consumers. Staff reported discussing the Medicaid vacancy with our Project Officer. HRSA will write a letter to the Chief Elected Official (New Haven Mayor John DeStefano) emphasizing the importance of having a Medicaid rep on the Council.
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. Several other Council members have three absences and they have been notified of the need to attend meetings.
6. The Committee reviewed three membership applications. At this time, the M/F Committee makes a motion to move Kenneth Cousar's application to the Council for vote. *Comes from committee and does not need a second. (Please see attached voting sheet detail for all Planning Council votes)*
7. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness
  - a. Staff has arranged a Community Forum for Thursday, August 11<sup>th</sup> at 1:30 p.m. at Hispanos Unidos in Meriden.
8. The Committee reviewed the Assessment of the Administrative Agent tool. The Grantee is working on the information. The Executive Committee will review the data once it comes in.
9. Finally, the Committee received a Grantee report from Tom Butcher which included a 1<sup>st</sup> Quarter Expenditure report
10. Next meeting is Thursday, August 4<sup>th</sup> from Noon to 2 p.m. at Burroughs Community Center in Bridgeport

**(6.b) Strategic Planning & Assessment Committee**

Roberta Stewart 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 July work activities assigned to the committee.
2. The Committee spent most of the meeting reviewing service category definitions. Tracy Kulik of Collaborative Research did a tremendous job comparing our current service category definitions with the new HRSA definitions. The Committee reviewed 7 Core Services (Ambulatory Outpatient Medical Care, Early Intervention Services, Health Insurance Premium/Cost Sharing Assistance, Medical Case Management, Mental Health Services, Oral Health Services and Substance Abuse-Outpatient services) and 5 Support Services (Emergency Financial Assistance, Food Bank/Home Delivered Meals, Housing Assistance, Medical Transportation and Substance Abuse-Inpatient Services) definitions. The committee compared the EMA's current definition to HRSA's newly issued (April 2011) service category definitions. In most instances, the committee felt the HRSA definition was the better one and adopted HRSA's. The PC Co-Chairs sent two questions to our Project Officer—one about Substance Abuse Services Outpatient and the other about Medical Transportation.



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3. The Committee asked staff to request an Epidemiology update from DPH as the latest version is not on the DPH website. Staff has requested an updated Epi Profile from DPH and as of today, has not received one. Staff will ask again.
4. 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
5. The Committee reviewed the Early Identification of Individuals with HIV/AIDS (EIIHA) strategies. All are either completed or in process. The Committee will review and update EIIHA strategies in the fall.
6. The Committee is waiting for final funding from HRSA to determine the Needs Assessment activity
7. Next meeting is Thursday, August 4<sup>th</sup> from 2-4 p.m. at Burroughs Community Center

**(6.c) Quality Improvement Committee**

Brian Kuerze gave the following Quality Improvement report:

1. Review of six (6) special populations for 2012 Grant Application. Decision to stay with current six populations but detail by sub-group related to National HIV/AIDS Strategy
  - i. African American – young MSM
  - ii. Aged
  - iii. Foreign Born
  - iv. IDU – study substance use non-IDU (crystal meth, etc.)
  - v. Latino/a
  - vi. MSM – Young (20-24) MSM of Color (African American, Latino)
2. Status of HIV: HCV pod to start in July
  - i. Collection of existing HIV:HCV co-infection protocols among AOMC (14 AOMC providers, as of Monday, 6/27/11; 7 report protocol, 3 have supplied latest version) – decision to meet starting Mon, July 25 with 2 meetings (Mon, July 25 and Mon, Aug. 2<sup>nd</sup>) then break and re-meet in September)
  - ii. Review of recent articles related to HIV and HCV
  - iii. Incidence of HCV
  - iv. New medications for HCV (Boceprvir and Telaprvir)
  - v. Other jurisdiction's integration of HIV and HCV treatment<sup>1</sup> and potential impact for New Haven-Fairfield Counties EMA and other service categories:
    1. EIS
    2. MCM
    3. SA OP and IP treatment
  - b. Review of data elements within HIV: HCV protocol against Minimum Data Set (as provided by Andrea Lombard, CT DPH)
    - i. Two HIV/AIDS Bureau (HAB) measures
      1. HCV Screening on all PLWHA
      2. HBV Vaccination on all PLWHA
    - ii. Alcohol Counseling for all HAV, HBV, HCV positive PLWHA
    - iii. For HCV+, documentation of Linkage to HCV care
3. Next meeting is Friday, August 5<sup>th</sup>, from Noon- 2 p.m. at Burroughs Community Center

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<sup>1</sup> Iowa Department of Health tracking tool for HIV and HCV tests, counseling and for HAV & HBV-immunizations.

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## **(7.0) Grantee Report**

Tom Butcher reported:

1. The EMA has received the Notice of Grant Award totaling \$7,669,057, representing a \$442,000 increase over last year. The 2<sup>nd</sup> 1/2 of Minority AIDS Funding will come in a 3<sup>rd</sup> Notice of Grant Award.
2. Regional Leads have until 7/22/11 to submit revised budgets based on the NGA
3. All regional leads have 6 month contracts in place so the Ryan White Office will have to go quickly to amend the current contracts before the City of New Haven procurement system shuts down for the month of September.
4. The Ryan White Office has finalized the Planning Council Support budget with Collaborative Research.
5. The FY 2010 Carry Over request has been submitted.
6. Gail and Lakeisha are diligently working to get contracts finalized.

## **(8.0) New/Old Business**

a. Council Training was delivered by PC Staff Jeff Daniel. He reviewed the EMA's three year funding history with detail by Formula, Supplemental and Minority AIDS Funding.

## **(9.0) Public Comment**

- None

## **(10.0) Announcements**

- No word on SPNS or Part F funding
- State (DPH) has a meeting on 7/20 to discuss HIV prevention. The state took a significant cut from CDC with regard to HIV prevention dollars
- The governor's budget has a \$860K cut from the AIDS services line
- There have been significant changes in Federal Housing programs. For more detail, please talk to Ken Teel.

## **(11.0) Planning Council Feedback**

All members and guests are encouraged to complete this survey.

## **(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 1:15 p.m.

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



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**<sup>2</sup>Planning Council Meeting Attendance Record-2011**

|     | <b>Council Member</b>                   | 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    | X    | X    | X    |      |     |       |       |      |
| 2.  | Charlotte Burch                         | A    | X    | X    | X    | X    | X    | A    |      |     |       |       |      |
| 3.  | Kenneth Cousar                          |      |      |      |      |      |      |      |      |     |       |       |      |
| 4.  | Brian Datcher                           |      | X    | A    | X    | A    | A    | X    |      |     |       |       |      |
| 5.  | Adaline DeMarrais                       | X    | A    | X    | A    | X    | A    | X    |      |     |       |       |      |
| 6.  | Thomas Kidder                           |      |      | X    | X    | X    | X    | X    |      |     |       |       |      |
| 7.  | Heidi Jenkins                           |      |      |      | X    | X    | X    | X    |      |     |       |       |      |
| 8.  | Brian Kuerze                            | X    | X    | X    | X    | X    | X    | X    |      |     |       |       |      |
| 9.  | <b><i>Beverly Leach PC Co-Chair</i></b> | X    | X    | X    | X    | X    | X    | A    |      |     |       |       |      |
| 10. | Ronald Lee                              | X    | X    | A    | X    | A    | X    | X    |      |     |       |       |      |
| 11. | <b><i>Leif Mitchell PC Co-Chair</i></b> | X    | X    | A    | X    | X    | X    | X    |      |     |       |       |      |
| 12. | Caesar Moffett, Jr.                     | X    | X    | X    | X    | X    | X    | A    |      |     |       |       |      |
| 13. | Ken Teel                                | X    | X    | X    | X    | X    | X    | X    |      |     |       |       |      |
| 14. | Kenneth McCoy                           | A    | A    | A    | X    | A    | X    | X    |      |     |       |       |      |
| 15. | Krystle Moore                           | X    | X    | X    | X    | A    | X    | X    |      |     |       |       |      |
| 16. | Joanne Montgomery                       | X    | A    | X    | X    | X    | X    | A    |      |     |       |       |      |
| 17. | Clara Ramos                             | A    | X    | X    | A    | A    | X    | X    |      |     |       |       |      |
| 18. | Christine Romanik                       | X    | X    | X    | X    | X    | X    | X    |      |     |       |       |      |
| 19. | Gabrielle Rosa                          | X    | X    | X    | X    | A    | X    | A    |      |     |       |       |      |
| 20. | Robert Sideleau                         | X    | A    | X    | X    | A    | X    | X    |      |     |       |       |      |
| 21. | Roberta Stewart                         | X    | X    | X    | X    | X    | X    | X    |      |     |       |       |      |
| 22. | Dennis Torres                           | X    | X    | X    | X    | A    | X    | X    |      |     |       |       |      |
|     | Ryan White Office                       | X    | X    | X    | X    | X    | X    | X    |      |     |       |       |      |
|     | Planning Council Staff                  | X    | X    | X    | X    | X    | X    | X    |      |     |       |       |      |
|     | % of Council present:                   | 84%  | 79%  | 81%  | 81%  | 60%  | 86%  | 73%  |      |     |       |       |      |

Guests: Cam Crosby, Tom Goldring

<sup>2</sup> Note: Council Members must not miss more than four Council meetings per year regardless of reason.



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**Planning Council Meeting Voting Record**

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

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