

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Joanne Montgomery & Roberta Stewart, Co-Chairs

## Strategic Planning & Assessment Committee Meeting Minutes

**Meeting Date:** Thursday, July 7<sup>th</sup>, 2011  
**Start Time:** 2:02  
**End Time:** 3:56  
**Location:** The Greek Olive  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Jeff Daniel

### Summary of Committee Business Votes

- Approval of Minutes from the June 2<sup>nd</sup>, 2011 meeting

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Recruit/Promote Planning Council to increase PLWHA participation

### Staff Member Assignments

- FY 2012 Resource Allocation preparation/data collection
- EIHA Strategy #2 (High Risk Assessment)
- Recruit/Promote Planning Council to increase PLWHA participation
- Request Epi Update from DPH
- Prepare FY 2012 Service Category Definitions for final approval

### Attendance Record – 2011

	Council Member	1/6	2/3	3/3	4/7	5/5	6/2	7/7	8/4	9/1	10/6	11/3	12/1
1.	Ric Browne												
2.	Charlotte Burch		X	X									
3.	Kenneth Cousar												
4.	Brian Datcher			X		X	X	X					
5.	Adaline DeMarrais			X									
6.	Heidi Jenkins				X	X		X					
7.	Tom Kidder			X		X							
8.	Brian Kuerze	X	X	X	X	X	X	X					
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X		X						
10.	Ronald Lee				X	X		X					
11.	<i>Leif Mitchell PC Co-Chair</i>	X		X	X		X	X					
12.	Caesar Moffett, Jr.												
13.	Ken Teel												
14.	Kenneth McCoy	X	X	X	X	X	X	X					
15.	Krystle Moore	X	X	X	X	X	X	X					
16.	<b>Joanne Montgomery Co-Chair</b>		X		X	X	X						
17.	Clara Ramos		X	X	X		X						
18.	Christine Romanik												
19.	Gabrielle Rosa		X	X	X		X	X					
20.	Robert Sideleau	X	X	X			X	X					
21.	<b>Roberta Stewart Co-Chair</b>	X		X	X	X	X	X					
22.	Dennis Torres	X					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:	50%	53%	67%	53%	41%	55%	50%					



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**(1.0) Moment of Silence**

Roberta Stewart called the meeting to order at 2:02 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

All participants introduced themselves.

**(3.0) Co-Chair Announcements**

Roberta reviewed today's agenda with the committee. Roberta also stated that Joanne had a "little procedure" and she's at home resting and that she (Joanne) will be back with us next month.

**(4.0) Approval of June 2<sup>nd</sup>, 2011 Meeting Summary**

A motion to approve the minutes was made by Bob Sideleau and seconded by Brian Kuerze

**For:** Datcher, Kuerze, Mitchell, McCoy, Moore

**Against:** None

**Abstain:** Jenkins, Lee, Sideleau, Stewart

**Not Present:** Torres

**(5.0) New Business/Old Business**

**a. Reviewed SPA PCAT**

The Committee reviewed the PCAT and determined to be on track with assigned work activities.

**b. Update HRSA Service Category Definitions**

Roberta led the committee through a comparison of the EMA's current service category definitions as compared to the new HRSA issued (April 2011) service category definitions. The committee spent 1.5 hours reviewing the following definitions:

CORE SERVICES (7):

- 1) AMBULATORY OUTPATIENT MEDICAL CARE
- 2) EARLY INTERVENTION SERVICES
- 3) HEALTH INSURANCE PREMIUM/ COST SHARING ASSISTANCE
- 4) MEDICAL CASE MANAGEMENT
- 5) MENTAL HEALTH
- 6) ORAL HEALTH
- 7) SUBSTANCE ABUSE – OUTPATIENT

SUPPORT SERVICES (5):

- 1) EMERGENCY FINANCIAL ASSISTANCE (EFA)
- 2) FOOD
- 3) HOUSING ASSISTANCE
- 4) MEDICAL TRANSPORTATION
- 5) SUBSTANCE ABUSE - INPATIENT

In most instances, the committee felt the HRSA definition was comprehensive enough to replace the EMA's current definitions. In years past, the committee has, in some instances, narrowed HRSA's definition to be more restrictive. However, this year, the

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committee felt the HRSA definitions, for the most part, were clear. Two questions arose of the service category definition review:

1. Under the new service category definition for substance abuse treatment services – outpatient, one of the services listed is “opiate assisted therapy.” Is this just the support/counseling (i.e. “therapy”) or does it include the medications (e.g. methadone, bupenorphine, etc...)?
2. Under the new service category definition for medication transportation services and the documentation that is needed it states “A system of mileage reimbursement that does not exceed federal per-mile reimbursement rates.” Does this apply to employees at organizations who may be driving clients, clients themselves or both?

Council Co-Chair Leif Mitchell will forward these questions to the EMA’s HRSA Project Officer for clarification.

Roberta thanked everyone on the committee for their patience and hard work getting through the tedious task of reviewing each service category.

**c. Provide an epidemiology update by EMA, County and Region**

Staff reported receiving a response from DPH with a web link to the Epi page. Staff has reviewed the epi update and the data is the exact same as last summer.

**d. Determine FY 2012 Resource Allocation (Start)**

The Committee tabled the start of FY 2012 Resource Allocation until the August meeting

**e. Early Intervention Services Model Review**

Due to the delay in funding, the EIS models have not been implemented. Once the Notice of Grant award has been received and the continuum of care is fully funded, the committee will review the EIS model for effectiveness.

**f. EIIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies review, discussion, action and update**

All strategies have been completed or are in process. The Committee will update the EIIHA strategies in the coming months.

**g. Needs Assessment Activity**

Due to the delay in funding, the Needs Assessment activity has been postponed pending receipt of final Notice of Grant Award

**(6.0) Announcements**

- CHC Waterbury Coming Soon!

**(7.0) Adjournment**

The meeting adjourned at 3:56 p.m.