

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



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee  
Meeting Minutes**

**Meeting Date:** Friday, August 12<sup>th</sup>, 2011  
**Start Time:** 10:18 a.m.  
**End Time:** 11:33 a.m.  
**Location:** The Greek Olive  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Trish Wampler

**Summary of Committee Business Votes**

- Minutes of July 14<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	X	X					
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	X					
3.	<i>Beverly Leach PC Co- Chair</i>	X	X	X	X	X	X	A	X					
4.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X	X	X	X	X					
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)								X	X				
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A	X					
7.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	X					
8.	Ken Teel (Quality Improvement Co-Chair)								X	A				
	Ryan White Office	X	X	X	X	X	A	X	X					
	Planning Council Staff	X	X	X	X	X	X	X	X					
	% of Committee present:	75%	75%	75%	100%	100%	83%	75%	88%					

One guest was also present (Andre).

**(1.0) Moment of Silence**

Leif Mitchell called the meeting to order at 10:18 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.



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**(2.0) Welcome and Introduction**

Leif welcomed everyone, and recommended that we forego introductions since the group is small and everyone knows each other. Beverly joined Leif shortly thereafter.

**(3.0) Co-Chair Announcements**

- a. Call with Project Officer had to be rescheduled.

**(4.0) Approval of Minutes from July 14<sup>th</sup>, Meeting Summary**

Adaline DeMarrais moved that the minutes of the Executive Committee meeting be approved.  
Caesar Moffett, Jr. seconded the motion.

**For:** Moffett, Kuerze, DeMarrais, Stewart

**Against:** None

**Abstain:** Montgomery, Mitchell

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Caesar Moffett, Jr. gave the following Membership/Finance Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the August work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from July. The feedback was very strong and positive about the entire meeting.
3. 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.
4. The Committee reviewed the Planning Council attendance. One member has missed four 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. This member received a warning. Several other Council members have three absences and they have been notified of the need to attend meetings.
5. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness.
  - a. The Community Forum held Thursday, August 11<sup>th</sup> at 1:30 p.m. at Hispanos Unidos in Meriden was very successful. Adaline will follow up with those that expressed an interest. It was suggested that we attach a schedule of future PC meetings to the application for all future consumer forums.
  - b. Andre suggested that in the future we ask for a translator from Hispanos Unidos for such an event so they could tailor the translation for the crowd (this was a Puerto Rican group). Clara Ramos did a wonderful job hosting the forum.
6. Next meeting is Thursday, September 1<sup>st</sup> from Noon to 2 p.m. at The Greek Olive in New Haven.



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**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 July work activities assigned to the committee.
2. The Committee reviewed seven 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 committee recommended using the previous EMA definitions for the following service categories: Substance Abuse Outpatient, Mental Health, Housing Assistance and Emergency Financial Assistance.
3. Service definitions will come to a vote at the next Planning Council meeting.
4. The Committee has decided to use 2009 epidemiology data, since the health department has not furnished updated data.
5. The Committee is waiting for final funding from HRSA to determine the Priority Setting Resource Allocation tasks to be done by the committee.
6. The Committee has reviewed the EIHA strategies, and plans to see how they are working later this Fall.
7. Next meeting is Thursday, September 1<sup>st</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. Review of Continuous Quality Improvement section from grant application. Much of the data being gathered during this year's site visits will be critical, especially in regards to newly diagnosed.
2. The Committee also discussed preliminary results from this year's site visits.
3. The Committee also discussed the status of HIV: HCV pod that started in July. More details will be available once the pod is finished and a protocol is decided.
4. Next meeting is Friday, September 2<sup>nd</sup>, from Noon- 2 p.m. at The Greek Olive in New Haven.

**(6.0) Grantees' Report**

Tom Butcher reported:

1. The EMA received another Notice of Grant Award on August 11<sup>th</sup>, which the Project Officer then told him was incorrect. This is the fifth NOGA he has received that is incorrect.
2. Tom shared his frustration with the committee. He told the group that he would let them know as soon as the situation was remedied. He has communicated to HRSA that services for PLWHA is in sincere jeopardy.

**(7.0) New/Old Business**

- a. Review of PCAT



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- i. The Committee reviewed the Executive Committee PCAT and determined the committee is on track with assigned work duties
- b. Executive Committee Meeting time and date
  - i. The next Executive Committee Meeting will be Friday, September 9<sup>th</sup> from 10 a.m. to 11:30 at The Burroughs Center in Bridgeport, just prior to the Planning Council meeting.
- c. Planning Council Training review and discussion
  - i. We will plan to do a training on Priority Setting/Resource Allocation in September. Hepatitis C training could be done in October.

**(8.0) Planning Council Committee meetings**

- MF – Thursday, September 1<sup>st</sup> Noon- 2 p.m. (New Haven)
- SPA –Thursday, September 1<sup>st</sup> 2 p.m.-4 p.m. (New Haven)
- QI –meeting has been canceled
- Executive – Friday, September 9<sup>th</sup>, 10 a.m. to 11:30 a.m. (Bridgeport)
- Planning Council- Friday, September 9<sup>th</sup>, Noon-2 p.m. (Bridgeport)

**(9.0) Announcements**

- None

**(10.0) Adjournment**

The meeting adjourned at 11:33 a.m.