

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 14th, 2011

Start Time: 12:00 p.m.

End Time: 1:22 p.m.

Location: The Greek Olive, New Haven

Presiding Chair: Beverly Leach

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on:

1. September 9th, 2011 Planning Council Meeting Minutes
2. Cedric Reid's Membership Application
3. FY 2012 Directives
4. FY 2010 Administrative Assessment Results

(1.0) Moment of Silence

Co-Chair Beverly Leach called the meeting to order at 12:00 p.m. She led the group in a moment of silence to remember and respect all individuals who have passed on and who are still fighting the disease

(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

- a. Reviewed today's Agenda. Today, we will have four votes:
 - i. September 9th, 2011 Planning Council Meeting Minutes
 - ii. Cedric Reid's Membership Application
 - iii. FY 2012 Directives
 - iv. FY 2010 Administrative Assessment
- b. A training led by Adaline DeMarrais regarding the FY 2010 Administrative Assessment

(4.0) Public Comment

- None

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the September 9th, 2011 meeting minutes for accuracy.

(5.2) Roberta Stewart motioned to approve the minutes. Charlotte Burch 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 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 work activities assigned to the committee.
 2. The Committee reviewed the Planning Council feedback from September. The feedback was very strong.
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3. The Committee reviewed the Planning Council reflectiveness. The Council is at 33% 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 been removed from the Council due to attendance-- Several other Council members have three absences and they have been notified of the need to attend meetings.
5. The Committee reviewed membership applications. ***The M/F committee makes a motion to approve Cedric Reid's application (comes from committee and doesn't require a second).*** Roberta Stewart said she has worked with Cedric and he is great. Brian Datcher said Cedric would be a good addition to the Council and would bring a good perspective. *(Please see attached voting sheet detail for all Planning Council votes)*
6. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness
 - a. Several great ideas were discussed. The committee plans to use the December and January Planning Council meeting as recruitment opportunities. The Committee discussed several unique, exciting ways to make the Dec/Jan PC meetings informative and interactive for guests.
7. Next meeting is Thursday, November 3rd from Noon to 2 p.m. at The Greek Olive in New Haven

(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 work activities assigned to the committee.
2. The Committee spent most of the meeting reviewing and finalizing the FY 12 Directives. (I will have the FY 12 Directives with track changes so everyone can see where the committee made changes). ***The SPA committee makes a motion to approve the FY 2012 Directives (comes from committee and doesn't require a second).*** *(Please see attached voting sheet detail for all Planning Council votes)*

FY 2012 DIRECTIVES TO THE RYAN WHITE OFFICE

I. GRANT ADMINISTRATION

DIRECTIVE 1.1 - TO FACILITATE GEOGRAPHIC FUNDING DISTRIBUTION

Ryan White Part A Funds shall be divided among five regions according to the most reliable epidemiological data currently available from the Connecticut Department of Public Health. For **FY2012**, the allocation formula will be based on the geographic distribution of the persons living with HIV/AIDS: 35% for New Haven; 25% for Bridgeport; 16% for Stamford/Norwalk; 19% for Waterbury/Meriden/Valley; and 5% for Danbury.

Minority AIDS Initiative Funding received by the EMA shall be divided equally among the five regions for Early Intervention Services.

The Ryan White Office will monitor geographic distribution of funding, produce a regular report, and submit the expenditure report to the Membership/Finance Committee.

DIRECTIVE 1.2 - TO FACILITATE COST EFFECTIVENESS AND FULL EXPENDITURE OF FUNDING ACROSS ALL SERVICE CATEGORIES

The Ryan White Office must ensure that prioritized and funded services are available to all people living with HIV/AIDS in all regions of the EMA. The Ryan White Office will utilize service categories and percentages as approved by the Planning Council. The Ryan White Office shall produce a report to the Council. The report will show the final allocations. The Ryan White Office shall produce no less than a quarterly report, and submit the report to the Membership/Finance Committee.



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The Grantee shall produce a report detailing the timeline from when grant award(s) are received in the EMA, when the lead agencies receive their first payment and when the subcontractors receive their first payment by region to examine any disruption in services to PLWHA in the EMA.

The Ryan White Office shall use service category definitions approved by the Planning Council.

DIRECTIVE 1.3 – TO SUPPORT THE DEVELOPMENT OF THE SERVICE DELIVERY SYSTEM WITHIN EACH OF THE PLANNING COUNCIL’S FIVE REGIONS

Only organizations that provide direct services may apply for Ryan White Part A Funds. State and city entities cannot apply for Ryan White Part A (including Minority AIDS Funding) Funds.

II. GENERAL CONTRACTOR RESPONSIBILITIES

DIRECTIVE 2.1 – TO PROMOTE COLLABORATIVE PLANNING AND POLICY-MAKING WITHIN EACH OF THE PLANNING COUNCIL’S FIVE REGIONS

The Ryan White Office will ensure that in each region of the EMA, Part A funded service providers will convene a regional planning group. The regional planning group must be comprised of consumers and a representative from each Part A funded service provider operating in the respective region. The planning group should include other representatives from Ryan White Part B, Part C, Part D, state and federal HIV prevention and care contractors, and other parties relevant to building the region’s HIV/AIDS system of care. The regional group must meet monthly at least 10 times per year for the purpose of discussing issues including but not limited to: integration of prevention/care services; co-location of services; barriers to care; funding opportunities; consumer participation; and continuous quality improvement; among others.

DIRECTIVE 2.2 – TO FACILITATE DEVELOPMENT OF AND ADHERENCE TO THE EMA’S STANDARDS OF CARE

All Ryan White Part A funded service providers shall adhere to the Standards of Care approved by the Planning Council and developed in partnership with the Ryan White Office and Quality Improvement Committee.

The Ryan White Office shall monitor data collection and quality of care, produce an annual report in conjunction with the Planning Council’s Quality Improvement Committee.

DIRECTIVE 2.3 – TO FACILITATE SERVICE UTILIZATION DATA

The Ryan White Office shall monitor data collection and utilization data and produce a report for the Strategic Planning and Assessment Committee for the purpose of the Priority Setting and Resource Allocation process.

- a) Dennis Torres asked: “How does Directive 2.1 get “fed back” to the Planning Council?
 - i. Tom Butcher suggested a quarterly regional update to the Planning Council
- 3. The Committee did not have time to discuss the Early Intervention Service Model review.
- 4. The Committee did not have time to discuss the Early Identification of Individuals with HIV/AIDS (EIIHA) strategies.
- 5. The Committee will discuss the Needs Assessment activity at next month’s meeting now that the final FY 2011 Notice of Grant Award has been received.
- 6. Next meeting is Thursday, November 3rd from 2 to 4 p.m. at The Greek Olive in New Haven

(6.c) Quality Improvement Committee

Brian Kuerze gave the following Quality Improvement report:

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



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2. Focused on reviewing the final findings of the 2011 Quality Site Visits. This year the visits focused on the four (4) services specifically mentioned in the National HIV/AIDS Strategy (NHAS) – Ambulatory/ Outpatient Medical Care, Medical Case Management, Early Intervention Services and Housing.
3. A PowerPoint presentation reviewed the high risk groups as cited by National HIV/AIDS Strategy as being HIV positive but unaware of their status.
4. *Plan-Do-Study-Act Inventory*: An inventory of 27 PDSAs occurring within Regions or by individual agencies was reviewed by the Quality Improvement Committee.
5. *Technical Assistance*: EMA-wide focus is on data entry for CAREWare specific to the integrity of the HRSA: HIV/AIDS Bureau (HRSA: HAB) performance measures. Agency –specific TA is being conducted in the last two months of 2011 for unduplicated client counts (RW Part A and C provider), for a new MCM regarding quality improvement duties and Standards of Care, and documentation in charts for one AOMC provider.
6. Next meeting is Friday, November 4th, from Noon to 2 p.m. at The Greek Olive in New Haven

(7.0) Grantee's (Ryan White Office) Report

Tom Butcher gave the following Grantee's report:

1. The Ryan White Office is working on Conditions of Award
2. The Ryan White Office is working on the FY 2012 Grant Application in conjunction with Jeff and Tracy from Collaborative
3. Contracts are in process at City Hall
4. August and September Invoices are being processed.
5. Tracy with Collaborative is finalizing the QI provider reports
6. Early Intervention Summit with regional leads is scheduled for November 15th from Noon to 2 p.m. at The Greek Olive. This meeting will include staff from Part B and the purpose is to quantify EIS strategies throughout the EMA.

(8.0) New/Old Business

1. Adaline DeMarrais presented the FY 2010 Administrative Assessment results. The purpose of the Assessment is:
 - a. **5) d. Administrative Assessment** -*The Ryan White HIV/AIDS Program mandates that the EMA/TGA Planning Councils must assess the efficiency of the administrative mechanism to rapidly allocate funds to the areas of greatest need within the EMA/TGA.*
 - b. Provide a narrative that describes the results of the Planning Council's assessment of the administrative mechanism in terms of:
 - c. Activities such as timely payments to contractors or data collection; and
 - d. Corrective action or suggested methods of improvement that were recommended.
 - e. If any deficiencies were noted, what were the deficiencies, what was the grantee's response to those deficiencies, and what is the current status of the grantee's response?
2. The Membership/Finance developed the following questions. Results of the questions were reviewed by the Executive Committee. The Administrative Assessment is a joint Membership/Finance and Executive Committee responsibility:
 - a. Part A funds were expended in a timely manner (Net 30?).
 - 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

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The Executive Committee makes a motion to approve the FY 2010 Administrative Assessment (comes from committee and doesn't require a second). (Please see attached voting sheet detail for all Planning Council votes)

(9.0) Public Comment

- None

(10.0) Announcements

- Bob Sideleau announced the Connecticut Cross Part Collaborative presenting “HIV Quality of Care in Connecticut” on November 10th, 2011 from 8:30 a.m. to 3 p.m. at the Marriott Courtyard (Hartford/Cromwell). Information and registration available on TRAIN CONNECTICUT www.ct.train.org
Consumers looking for more information should contact Bob at 203.843.0303
- Cedric Reid announced AIDS Project New Haven (APNH) was having an Open House on Wednesday, October 19th

(11.0) Planning Council Feedback

All members and guests are encouraged to complete this survey.

(12.0) Adjournment

Beverly 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 1:22 p.m.

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¹Planning Council Meeting Attendance Record-2011

	Council Member	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	X	A	X		
2.	Charlotte Burch	A	X	X	X	X	X	A	X	X	X		
3.	Kenneth Cousar								X	X	X		
4.	Brian Datcher		X	A	X	A	A	X	X	X	X		
5.	Adaline DeMarrais	X	A	X	A	X	A	X	X	X	X		
6.	Thomas Kidder			X	X	X	X	X	X	X	X		
7.	Heidi Jenkins				X	X	X	X	X	X	X		
8.	Brian Kuerze	X	X	X	X	X	X	X	X	X	X		
9.	Beverly Leach PC Co-Chair	X	X	X	X	X	X	A	X	X	X		
10.	Ronald Lee	X	X	A	X	A	X	X	X	X	X		
11.	Andrew Lyons								X	X	X		
12.	Leif Mitchell PC Co-Chair	X	X	A	X	X	X	X	X	X	A		
13.	Caesar Moffett, Jr.	X	X	X	X	X	X	A	X	X	X		
14.	Ken Teel	X	X	X	X	X	X	X	A	X	A		
15.	Joanne Montgomery	X	A	X	X	X	X	A	X	X	A		
16.	Clara Ramos	A	X	X	A	A	X	X	X	X	X		
17.	Christine Romanik	X	X	X	X	X	X	X	X	X	X		
18.	Gabrielle Rosa	X	X	X	X	A	X	A	X	X	A		
19.	Robert Sideleau	X	A	X	X	A	X	X	X	X	X		
20.	Roberta Stewart	X	X	X	X	X	X	X	X	X	X		
21.	Dennis Torres	X	X	X	X	A	X	X	X	A	X		
	Ryan White Office	X	X	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X		
	% of Council present:	84%	79%	81%	81%	60%	86%	73%	95%	90%	81%		

Guests: Kimberly Fiore, Andre Caban, Karen Reekie, Michael Contreras, Stacey Upchurch, Jennifer Loschiavo, Juliet Taylor, Ernest Johnson, III, Cam Crosby

¹ 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

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

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