

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, March 1, 2012
Start Time: 2:00 p.m.
End Time: 3:58 p.m.
Location: Greek Olive Restaurant
Presiding Chair: Roberta Stewart
Recorder: Kyle Linnemeyer

Summary of Committee Business Votes

- Approval of Minutes from the February 2, 2012 meeting
- Decision to postpone approval of By-Laws from March to April to include additional revisions

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2012 PCAT for Strategic Planning & Assessment Committee

Staff Member Assignments

- Finalize 2012 By-Laws with Committee input
- Document the 2012 PCAT for Strategic Planning & Assessment Committee

(1.0) Moment of Silence

Roberta Stewart called the meeting to order at 2:00 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 None

(4.0) Approval of February 2, 2012 Meeting Minutes

A motion to approve the minutes was made by Robert Sideleau and seconded by Beverly Leach

For: Sidelaue, Datcher, Kidder. Leach, Jenkins, Kuerze,

Against: None

Abstain: Stewart, Cousar, DeMarrais, Romanik

Not Present: Torres

(5.0) New Business/Old Business

a. Reviewed SPA PCAT

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

b. Review Scope of Work for next grant year (PCAT)

The Committee discussed the 2012 PCAT and generated the following:



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Committee	Mar	April	May	July	Aug	Sept	Oct	Nov	Jan	Feb
Strategic Planning and Assessment										
Review Scope of Work for next year (PCAT)	X									X
Update Service Category Definitions				X						
Develop Comprehensive Plan and accompanying work plans	X	X	X							
Provide Overview of Health Care Reform/ National HIV/AIDS Strategy Impact to RW Part		X				X				
Identify Datasets/ needs for PSRA		X								
Review Data for PSRA			X							
Determine Priorities and Allocations for FY 2013 Grant Application				X	X	X				
Determine 2013 Directives to Ryan White Office							X			
Review Status of Comprehensive Plan Activities							X	X		
By law review and update									X	X
Needs Assessment activity									X	X
SPA Meeting Total	1	1	1	1	2	1	1	1	1	1

c. Develop Comprehensive Plan and accompanying work plans (CP due May 2012)

SPA reviewed the status of the Comprehensive Strategic Plan Update for 2012-2015. Discussion occurred about evaluation of the four (4) Goals and twelve (12) Objectives in the current (2009-2011) Comprehensive Plan. The four goals were determined to still be applicable, but a request was made to revise the Objectives as listed below:

2009-2011 CSP: 2012-15	DESCRIPTION
Goal 1	INCREASE ACCESS TO CARE
A.	Increase access to services by 5% for PLWHA in New Haven
B.	Reduce lag time from positive diagnosis to care entry by 10% per year
Goal 2	REDUCE OR ELIMINATE DISPARITIES
A.	Reduce Out of Care for Special Populations by 2% and examine Unmet Need
B	Address Mental Health & Substance Abuse Issues
B.	Reduce further spread of HIV Infections
Goal 3	CONTINUALLY IMPROVE QUALITY OF SERVICES PROVIDED IN
A	Use Population-Specific Continua of Care
B	Focus on Interaction among Core Services
C	Ensure Co-Location of Key Services
D	Intensively support Medical Case Management
A.	Increase # of people who know their serostatus
B.	Increase % of newly diagnosed entering HIV medical care w/in 3 months of HIV diagnosis
C.	Increase % of PLWHA in continuous care (at least 2 visits for routine HIV medical care in last year at least 3 months apart)
D.	Increase the number of Ryan White clients with permanent housing
E.	Increase proportion of HIV diagnosed with undetectable viral load with focus on diagnosed gay & bisexual men, Hispanics and Latinos
Goal 4	COST-EFFECTIVE SERVICE DELIVERY AT CLIENT LEVEL
A.	Review Service Utilization Data
B	Evaluate Core & Support Services Ratios
B.	Identify and Reduce Duplication/Overlap of Services
C.	Analyze Service Categories for expanded definition of Unmet Meet* with Identification of Barriers for Specific Affected Populations (Undocumented (Uninsured vs. Uninsurable, and those between 300-400% of the Federal Poverty Level)

* Unmet Need expanded to include consumer inability to access service:

- a) capacity issue b) waiting list c) eligibility d) funds timing

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d. Review Housing Definition

The Committee discussed the current housing service category definition. The Committee decided to add information stating that funds could be used for first month's rent, past due rent, but not used for security deposits. Documentation must also be provided that Ryan White is the payer of last resort. A motion was made by the Committee for these updates of the definition go to the Planning Council to vote on.

e. Review EMA Residency for Eligibility for Planning Council Membership

The Committee discussed a referred issue from the Membership/Finance Committee to close the current loophole in the By-Laws that fails to require EMA residency for eligibility for Planning Council membership. The only way to not require EMA residency is if the person fills a HRSA mandated position that cannot be filled by someone within the EMA. The Committee decided to add this proposed change in the By-Laws to the current proposed changes that were to be voted on this month. The Committee voted to delay full approval of the By-Laws in March to April so that all changes can be voted on at that meeting.

For: , Datcher, Kidder, Jenkins, Kuerze, Cousar, DeMarrais, Romanik

Against: None

Abstain: Stewart, Torres

Not Present: Sideleau, Leach

(6.0) Announcements

None

(7.0) Adjournment

The meeting adjourned at 3:58 p.m.

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Attendance Record – 2012

	Council Member	1/5	2/2	3/1	4/5	5/3	7/12	8/2	9/6	10/4	11/1	12/6
1.	Ric Browne											
2.	Kenneth Cousar			X								
3.	Michael Contreras											
4.	Brian Datcher	X	X	X								
5.	Adaline DeMarrais			X								
6.	Heidi Jenkins	X	X	X								
7.	Tom Kidder	X	X	X								
8.	Brian Kuerze		X	X								
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X								
10.	Andrew Lyons											
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X									
12.	Caesar Moffett, Jr.											
13.	Ken Teel											
14.	Joanne Montgomery Co-Chair		X									
15.	Cedric Reid											
16.	Christine Romanik			X								
17.	Gabrielle Rosa		X									
18.	Robert Sideleau		X	X								
19.	Roberta Stewart Co-Chair		X	X								
20.	Dennis Torres	X	X	X								
	Ryan White Office	X	X	X								
	Planning Council Staff	X	X	X								
	% of Council present:	30%	55%	55%								