

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

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## Executive Committee

### Meeting Summary

**Meeting Date:** Friday, February 10<sup>th</sup>, 2012  
**Start Time:** 10:35 a.m.  
**End Time:** 11:40 a.m.  
**Location:** Greek Olive  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Kyle Linnemeyer

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#### Summary of Committee Business Votes

- Approval of Minutes from the January 13, 2012 meeting

#### (1.0) Moment of Silence

Leif Mitchell called the meeting to order at 10:35 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

Leif welcomed everybody with introductions following.

#### (3.0) Co-Chair Announcements

Leif mentioned that following the SPA meeting, he emailed Britney Bovenizer (Project Officer) about residency requirements in the EMA to join the planning council. Leif mentioned that we are calling the 5 applicants in process to join our meetings. In Reflectiveness, the only categories we do not meet the proportion in the EMA are for Hispanics and we are missing a Medicaid representative. Leif mentioned that Jeff is setting up a meeting with Britney Bovenizer, the Mayor, the Ryan White Office and the Planning Council Co-Chairs.

#### (4.0) Approval of January 13, 2012 Meeting Summary

A motion to approve the minutes was made by Roberta Stewart and seconded by Brian Kuerze

**For:** Stewart, Kuerze, Teel, Leach, Moffett

**Against:** None

**Abstain:** Mitchell

**Not Present:** DeMarrais, Montgomery

#### (5.0) Planning Council Committee Reports

##### a. MEMBERSHIP/FINANCE

Leif Mitchell gave the following Membership/Finance Committee report:

1. The February 2, 2012 PCAT was reviewed and all items were on track
2. Planning Council Feedback from the Open House on January 13, 2012 was reviewed.
3. The Committee discussed the January Open House in Bridgeport. The Bridgeport Open House had 42 attendees, not including Planning Council members. As previously discussed, the feedback was very good from members of the public. The Committee agreed that targeted forums are the best idea to track new members.
4. The Committee reviewed Planning Council Reflectiveness. The council is currently comprised of 35% non-conflicted consumers with a goal of 33%. The council is still seeking a Medicaid representative as well as Hispanic: Male and non-conflicted consumers
5. The Committee reviewed current Membership Applications. There are five Planning Council applications.
6. The Committee reviewed the Membership Recruitment Plan. The Committee is considering having an Open House in the Waterbury Region to attract the Hispanic population.
7. The Committee received a report from the Ryan White Office.

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8. The next M/F meeting is scheduled for Thursday, March 1<sup>st</sup>, Noon to 2 p.m. in New Haven at the Greek Olive.

## **b. STRATEGIC PLANNING & ASSESSMENT**

Roberta Stewart presented the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that the SPA Committee is on track based on the work activities assigned to the Committee.
2. The Committee finalized the 2012 By-Laws.
  - a. Page 4: Detail that only 'eligible' applicants are forwarded (meet reflectiveness) and also states that transportation is provided to Committee meeting dependent on applicant request and available funding.
  - b. Page 6: Specifically state 2 year term for Committee Co-Chairs and that this term can be consecutive.
  - c. Page 11: Detail and Update responsibilities of Committees and sequence in same listing as page 10.
3. Finalize the 2012 PCAT
4. An update was given on the Comprehensive Plan with a draft to be reviewed at the March 1, 2012 SPA Committee
5. Staff relayed progress in conducting End of Year Studies.
  - a. MSM and Return to Care Surveys-Planning Council Funded
  - b. Foreign Born Focus Groups-Grantee funded
6. The next SPA meeting is scheduled for Thursday, March 1<sup>st</sup>, 2 p.m. to 4 p.m. in New Haven

## **c. QUALITY IMPROVEMENT**

Brian Kuerze presented the following Quality Improvement Committee report:

1. The Committee reviewed the Planning Council Activity Timeline, with determination that the QI Committee is on track.
  - a. QI reviewed the 2011 Accomplishments
  - b. The Committee confirmed the 2012 PCAT. It will be forwarded to the Planning Council for approval.
2. A discussion occurred about the draft of the HIV: Hepatitis C co-infection protocol.
  - a. There were concerns about consumers undergoing treatment while currently experiencing mental health issues. A mental health decision tree was placed equivalent to a substance abuse screen in the revised treatment algorithm.
  - b. The display of the Hepatitis Algorithm was resequenced to be presented first, followed by the Roles and Responsibility listing of involved service categories including HIV medical care, medical case management, substance abuse and mental health providers.
3. Revisions to all Standards of Care will occur at the March QI Committee meeting with inclusion of updates from Public Health Services (US PHS) guidelines, HIV/AIDS Bureau performance measures and the recently approved HIV: Hepatitis C co-infection protocol. Core services will be reviewed in March and Support services in April.
4. The next QI meeting is scheduled for Friday, March 2nd, Noon-2 p.m. in New Haven.

### **(6.0) Grantee's Office Reports**

Tom Butcher presented the following

- 2012 will be a year for data. The Ryan White Office will send out a series of questions to the Lead Agencies for contract renewal purposes. These questions explore what they were able to do with

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funding compared with what they wanted to do. These questions will also examine how providers currently use data.

- Specific review will occur on how providers use funds for housing. The intent of Housing under RW Part A is to pay for first month's rent but it was recently determined that some Regions are using it to pay for rent in arrears. The Ryan White Office will reinforce HRSA's definition of Housing Assistance (vs. HOPWA's) to clarify appropriate use of these funds.
- Discussed Medicaid Certification Program
- The EMA anticipates receiving a Notice of Grant Award (NOGA) in full on or before the start of the Fiscal Year.
- Tom emphasized the importance of QI, with focus on alignment between QI and compliance/monitoring fiscal program standards.

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

a. Finalize the 2012 PCAT.

- SPA will have an extra meeting (in August) just in case. This aligns with the Scope of Work that will be forwarded to the Ryan White Office.
- All meetings in December will be cancelled.
- The SPA Committee will develop a health care reform overview twice a year be added to the August and January PCAT
- The PSRA/Directives process will be reviewed at the August meeting.
- An open house is scheduled for November

b. Review of Planning Council Agenda- the committee reviewed the Planning Council agenda

c. Planning Council Training-- At today's PC meeting, the Training will cover the Council's By-Laws since SPA is presenting them today. Next month the training will be Ryan White 101 with review of Responsibilities of all participants.

## **(8.0) Planning Council Committee Meetings (New Haven)**

- M/F – Thursday, March 1st, Noon-2 p.m.
- SPA – Thursday, March 1st, 2 p.m. – 4 p.m.
- QI – Friday, March 2nd, Noon-2 p.m.
- Executive – Friday, March 9th, 10:30 a.m. to 11:30 a.m. (Bridgeport)
- Planning Council – Friday, March 9th, Noon to 2 p.m. (Bridgeport)

**(9.0) Announcements** – Brian Kuerze will not make the Executive or Planning Council meetings in March. Leif Mitchell will not make the Planning Council, M/F, or SPA Committee meetings in March.

**(10.0) Adjournment** - The meeting adjourned at 11:41 a.m.