

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, March 9, 2012
Start Time: 11:58 a.m.
End Time: 1:30 p.m.
Location: Burroughs Community Center, Bridgeport, CT
Presiding Chair: Beverly Leach
Recorder: Kyle Linnemeyer

Summary of Committee Business Votes

- Approval of Minutes from the February 10, 2012 meeting
- One Membership Application
- Changes To Housing definition

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 11:58 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Beverly Leach welcomed everyone and requested that all Planning Council, then attendees introduce themselves and their Planning Council leadership role.

(3.0) Co-Chair Announcements

There were no Co-Chair announcements

(4.0) Public Comment- There were no public comments

(5.0) Approval of February 10, 2012 Meeting Summary

A motion to approve the minutes was made by Roberta Stewart and seconded by Adaline DeMarrais.

For: 10-Browne, Jenkins, Leach, Lyons, Moffett, Montgomery, Romanik, Stewart, Teel and Torres

Against: None

Abstain: 1-DeMarrais

Not Present: 3- Kidder, Datcher, Sideleau

(6.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Adalline Demarrais 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 work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from January. The feedback was good as was public feedback to the PC's Open House But there was concern voiced about the perception that some consumer issues are 'turfed' to local Consortia, and resultant frustration. The Executive Committee discussed this issue and decided that during the Planning Council meetings there will not be a public comment in the beginning, the public comment at the end will be a question and answer session. This will be going to the SPA Committee to put into the By-Laws. It was also recommended that lead agencies of each region be at the Planning Council meeting at least once a quarter.
3. The Committee reviewed Planning Council reflectiveness. The Council is at 35% non-conflicted consumer with a goal of 33%. The Council is still seeking a Medicaid representative and Hispanic; Male and non-conflicted consumers. Recent membership applications were discussed regarding compliance with meeting attendance. One application was determined to be met and a motion made to forward this to Planning Council for approval.

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4. For Membership Recruitment Campaign the Planning Council is planning an open house in Waterbury in November and will try to attract the Hispanic population

5. Membership Application Process

- a. There was a motion made to move two applications forward.
 - i. Applicants need to attend one Planning Council Meeting and one Committee Meeting.
- b. The M/F Committee made a motion to move One application to the Council for vote.

For: 11-Browne, Demarrais, Jenkins, Leach, Lyons, Moffett, Montgomery, Romanik, Stewart, Teel and Torres

Against: None

Abstain: None

Not Present: Kidder, Datcher, Sideleau

c. A motion was made to SPA to put into By-laws that an applicant is deemed to be eligible if they live within the EMA or fulfill a HRSA Mandate, such as a Medicaid Representative.

7. M/F reviewed the Planning Council Feedback Form from February 10, 2012 Planning Council Meeting. The M/F Committee felt that during public comment questions weren't getting answered. A motion has been made to the Executive Committee to find out a better idea of how we can answer questions and resolve issues that are brought up during public comment

8. A motion was made that it is the Executive Committee that provides Membership Training, not the Membership/Finance Committee. It currently shows in the PCAT that providing Membership Training belongs to the Membership/Finance Committee.

9. The Committee was informed about the FULL Notice of Grant Award (NGA) by Gail Glenn from the Ryan White Office. Contracts will be finalized with Lead Agencies.

10. The next meeting is Thursday, April 5th from Noon to 2 p.m. at Burroughs.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart presented 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 discussed a referred issue from the Membership/Finance Committee to "Close the current loophole in the Bylaws that fails to require EMA residency for eligibility for Planning Council membership." Since this issue was not discussed as the total set of revisions to the Bylaws, SPA moved to delay full approval of the revised Bylaws to April so that all changes can be voted on at that meeting.
3. 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 Refine Goal 2, update Goal 3 to reflect the National HIV/AIDS Strategy and replace two Objectives for Goal 4 to reflect updated issues as follows;

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	



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2009-2011 CSP: 2012-15	DESCRIPTION
Goal 3	CONTINUALLY IMPROVE QUALITY OF SERVICES PROVIDED IN CONTINUUM OF CARE
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 Need* 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

4. The SPA Committee made a motion to the Council to change the service definition of housing. 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 discussion occurred among council members and the Council decided in addition to adding information to the definition to also remove the following information from the housing definition: **Note: A 24-month cumulative cap on short-term and emergency housing assistance has been rescinded pending completion of a comprehensive review of HRSA/HAB housing policy.** Bob Sideleau made the motion to remove this and Brian Datcher seconded the motion.

For: 13-Browne, Datcher, Demarrais, Jenkins, Kidder, Leach, Lyons, Moffett Jr., Montgomery, Romanik, Sideleau, Teel and Torres

Against: None

Abstain: 1-Stewart

Not Present: None

5. The next meeting is Thursday, April 5th from 2 p.m. to 4 p.m. at Burroughs

c. QUALITY IMPROVEMENT

Ken Teel presented the following Quality Improvement Committee report:

1. The Quality Improvement Plan for 2012 was developed and finalized with a focus on Standard of Care compliance, tracking some elements of the National HIV/AIDS Strategy and monitoring success with five (5) HIV/AIDS Bureau (HAB) performance measures (out of a total of 43).
2. QI Committee reviewed the comprehensive format for Updated Standards of Care with a sample of Oral Health (core service) and Housing (support service) in advance of April's meeting to update all Core services and May's update of Support services.

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3. The QI Committee was informed of their work responsibility in updating the 2012-2015 Comprehensive Strategic Plan (NHAS, data on Care Status, Pathways to Care-Care Entry and more detail on Unmet Need—see SPA discussion)
 4. **The next meeting is Thursday, April 12th from Noon to 2 p.m. at Burroughs.**

(7.0) Grantee's Office Reports

Tom Butcher presented the following

- The EMA received a complete Federal award this year with funding in full.
- The total is \$ 6,994,725.00. This is a 2.8% decrease from last year.
- There will be a reduction of 1.5% in funding for services. This amounts to a decrease of \$85,000
- 77% of the funds will be for core services (75% or over is mandated for core services) and 23 % of the funds will be used for non-core services.
- Adaline DeMarrais commented that the % of the population living with HIV within each region in the EMA defines the % of general funds going into each of the five different regions. The total amount for general funds is \$5,553,012.00
- The funds for MAI, which is \$461,769.00, will be split equally among the five regions. The rationale behind equal funding to the five regions is that these funds are to get people who don't know they are HIV positive into care. It is not based on the percentage of the population living with HIV within each region of the EMA.
- Tom Butcher mentioned that Tom Hickey will be presenting a two series workshop from the middle of April to the middle of May. The workshop will be about program income and other fiscal standards and discusses the grantees budget to the contractors. This workshop is open to providers.
- Gail Glenn from the Ryan White Office mentioned that there is a Contractor meeting on March 22. The meeting goes over the providers and subcontractors HRSA reporting requirements.

(8.0) New/Old Business - Jeff Daniel from Collaborative Research gave a PowerPoint presentation on Ryan White 101: Planning Council Responsibilities. The PowerPoint slides will be posted on the Ryan White HIV Planning Council of New Haven and Fairfield Counties' website.

(9.0) Public Comment –There was no public comment.

(10.0) Announcements

1. Adalinne DeMarrais announced that clients are having problems with DSS. She verified that DSS is 3 to 4 months behind on paperwork. She mentioned that consumers meet deadlines but still lose food stamp service for 3 to 4 months.
2. World AIDS day is April 26th at the State Capitol.
3. Ken Teel mentioned information about the Emergency Solutions Grants (ESG Grant). This grant focuses on rapid re-housing programs for the homelessness, better coordination of homeless housing, and collecting data in the Homeless Management Information System. He mentioned that the funds from the grant have been spent.
4. Tom Goldring mentioned that *The Announcement* will be on March 11 at 9 p.m. on ESPN. It is a documentary of Magic Johnson when he announced he was HIV positive.
5. Heidi Jenkins announced that April is STD Awareness month. The program starts in March and goes into May. GYT (Get Yourself Tested) kits are available for free.
6. Cam Casby of CADAP mentioned that there are changes in the Intake/Out-take of CADAP. Documentation required are Doctor's notes, eligibility amounts, and day of testing. There are also pregnancy questions and information now collected about transgenders.
7. Joanne Montgomery mentioned that there is Rapid HEP C testing funds being provided by the state.

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8. Joanne Montgomery mentioned that if there is anyone who has HIV with no health insurance and needs Detox to call her.

(11.0) Planning Council Feedback – Planning Council feedback forms were distributed, with all turned in following completion.

(12.0) Adjournment - The meeting adjourned at 1:30 p.m.

Planning Council Committee Meetings

- MF – Thursday, April 5, Noon-2 p.m. (Bridgeport)
- SPA – Thursday, April 5, 2 p.m. – 4 p.m. (Bridgeport)
- **QI – Thursday, April 12, Noon-2 p.m. (Bridgeport) (out of sequence, Good Friday conflict)**
- Executive – Friday, April 13, 10:30 a.m. to 11:30 a.m. (New Haven)
- Planning Council – Friday, April 13, Noon to 2 p.m. (New Haven)

Attendance Record – 2012

	Council Member	1/13	2/10	3/9	4/13	5/11	7/13	8/10	9/14	10/12	11/9	12/14
1.	Ric Browne	Y	Y	Y								
2.	Kenneth Cousar	NP	NP	NP								
3.	Michael Contreras	Y	NP	NP								
4.	Brian Datcher	Y	NP	Y								
5.	Adaline DeMarrais	Y	NP	Y								
6.	Heidi Jenkins	Y	Y	Y								
7.	Tom Kidder	Y	Y	Y								
8.	Brian Kuerze	Y	Y	NP								
9.	<i>Beverly Leach PC Co-Chair</i>	Y	Y	Y								
10.	Andrew Lyons	NP	Y	Y								
11.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y	NP								
12.	Caesar Moffett, Jr.	Y	Y	Y								
13.	Ken Teel	Y	Y	Y								
14.	Joanne Montgomery Co-Chair	Y	Y	Y								
15.	Cedric Reid	Y	Y	NP								
16.	Christine Romanik	Y	Y	Y								
17.	Gabrielle Rosa	NP	NP	NP								
18.	Robert Sideleau	Y	Y	Y								
19.	Roberta Stewart Co-Chair	Y	Y	Y								
20.	Dennis Torres	Y	Y	Y								
	Ryan White Office	Y	Y	Y								
	Planning Council Staff	Y	Y	Y								
	% of Council present:	85%	75%	74%								

Guests: Ray Reinaldo Ruiz Jr., Sylvia Mitchell, Tom Goldring, Beth Stanton, Andre Caban, Rev. Peggy Joseph, Gabrielle Rosa, Jennifer Loschiavo, Ronald Lee, Richard Bengiveugo, Cam Casby, Joni Clajkowski