

# 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, April 13<sup>th</sup>, 2012  
**Start Time:** 10:35 a.m.  
**End Time:** 11:18 a.m.  
**Location:** Greek Olive  
**Presiding Chair:** Beverly Leach  
**Recorder:** Kyle Linnemeyer

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#### Summary of Committee Business Votes

- Approval of February 10<sup>th</sup>, 2012 meeting minutes
- Approval of March 9<sup>th</sup>, 2012 meeting minutes

#### (1.0) Moment of Silence

Beverly Leach 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

Beverly Leach welcomed everybody then followed with introductions following.

#### (3.0) Co-Chair Announcements

There were no Co-Chair announcements.

#### (4.0) Approval of February 10<sup>th</sup>, 2012 Meeting Summary and March 9<sup>th</sup>, 2012 Meeting Summary

A motion to approve the February 10<sup>th</sup> minutes was made by Joanne Montgomery and seconded by Caesar Moffet Jr.

**For:** 4 - Moffet, Montgomery, Stewart, Teel

**Against:** None

**Abstain:** 2 - Kuerze, Leach,

**Not Present:** None

A motion to approve the March 9<sup>th</sup> minutes was made by Joanne Montgomery and seconded by Roberta Stewart.

**For:** 3- Moffet, Montgomery, Stewart,

**Against:** None

**Abstain:** 3 - Kuerze, Teel, Leach

**Not Present:** None

#### (5.0) Planning Council Committee Reports

##### a. MEMBERSHIP/FINANCE

Caesar Moffet, 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 work activities assigned to the committee.
2. The Committee reviewed the feedback form from March's Planning Council meeting. The feedback was good, but there was still comment about cell phones ringing during the meeting. It was decided that at the beginning of each meeting that the presiding chair will ask the audience to silence their cell phones.
3. The Committee reviewed the Planning Council Reflectiveness. We are under-represented in the Hispanic population but that should change based on the new applications that we are receiving. Our

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Project Oanager, Britney Bovenizer, advised us that DSS is under new leadership and that we should pursue them because we are still missing a State Medicaid Agency position on the Council.

4. For the Membership Recruitment Campaign, the Planning Council is planning an open house in Waterbury in November.
5. The Committee reviewed the Membership Application Process
  - a. There was a motion made to move two applicants forward. They need to attend one Committee meeting and one Planning Council meeting.
  - b. There was a motion to move two applications forward to the Planning Council. They have attended one Committee meeting and one Planning Council meeting.
6. The Committee reviewed this year's Planning Council Attendance. Anyone who has missed either 3 committee meetings or 3 Planning Council meetings has been contacted or an attempt has been made to contact them.
7. Tom Butcher and Gail Glenn reported on last year's final expenditures. They also reported where the Ryan White Office is with contracts for this fiscal year.
8. The Committee discussed the Planning Council Training. The Grantee will present the Cycle of Funds and Allocation of Funds. The Planning Council training will come from the Executive Committee for future meetings.
9. The next Membership/Finance meeting is Thursday, May 3<sup>rd</sup> from Noon to 2 p.m. 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 (PCAT). It was determined that SPA was on track based on the work activities assigned to the Committee.
2. SPA reviewed the status of the Comprehensive Strategic Plan for 2012-2015. Discussion occurred about goal number 5, which is to reduce the current estimated unmet need, and goal number 6, which is to reduce the current estimated unaware. It was suggested to have these goals put in SMART format. SPA discussed about how the Planning Council coordinates their efforts with other parts of Ryan White, private providers, prevention programs, substance abuse programs, and other health organizations. The Comprehensive Strategic Plan will be updated and sent out to Planning Council members to review before May's meetings.
3. The Committee discussed the proposed changes to the By-Laws. The Committee discussed proposed changes to the Planning Council Agenda but decided it was best to leave it as is. The Committee looked at the eligibility requirements to becoming a member of the Planning Council. This was discussed at last month's meeting and will be part of the revisions made to the By-Laws that are going to be voted on today.
4. SPA's next meeting is on Thursday, May 3<sup>rd</sup> from 2 p.m. to 4 p.m. at The Greek Olive.

## **c. QUALITY IMPROVEMENT**

Brian Kuerze presented the following Quality Improvement Committee report:

1. Deferred approval of Core funded Standards of Care until review of Support Services Standards on May 4<sup>th</sup>.
  - a. Discussion about Early Intervention Services (EIS) Standard will provide more information about the Standard of Care at the April 19th EIS Summit about time limits and points of integration/collaboration with other funding services (HIV Prevention & CRCS).

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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2. Approved QI Goals for 2012-2015 Comprehensive Strategic Plan. There was a motion made to the Planning Council to approve the Quality Improvement related Goals in the 2012-2015 Comprehensive Strategic Plan (10/16 or 63% of objectives). Discussed in context of 2012 Care Goals, National HIV/AIDS Strategy (NHAS) goals. This will be voted on at the May 11<sup>th</sup> Planning Council meeting

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

Tom Butcher and Gail Glenn presented the following

- The EMA spent 99.85 % of funds this year
- There are three regions whose contracts are going through the city department right now. They are Region 3- Bridgeport, Region 4-Stamford/Norwalk, and Region 5-Danbury.
- Payments to the regions are expected to come out in the first half of May
- The Ryan White Office is checking that all budgets are appropriate and add up. There are 30 contractors within the 5 regions.
- 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 review the grantee's budget with the contractors. This workshop is open to providers.
- There will be an EIS (Early Intervention Services) Summit on April 19<sup>th</sup> from 11:30 a.m. to 2:30 p.m. at The Greek Olive in New Haven, Connecticut. Tom Butcher wants each region to prepare a presentation on the history and future of their EIS program and discuss current challenges that they are facing.
- Tom Butcher is meeting with contractors during the month of April to revise Scopes of Work and improve performance measures.

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

- a. Review of Planning Council Agenda- the committee reviewed the Planning Council agenda and determined that it was acceptable.
- b. Planning Council Training- At today's PC meeting, the training will be on the Cycle of Funds and Allocation of Funds. It will be presented by Tom Butcher of the Grantee's office.
- c. Provide Membership Training- The Committee decided that next month's Planning Council training will be an overview of the Comprehensive Plan. The training will be done by Joanne Montgomery. The Committee made a motion to the Membership/Finance Committee to provide new members with a welcome packet and better ways to train new members.
- d. The Committee had a discussion about dealing with any issues during Public Comment of the Planning Council Meeting. For any issues that can't be resolved at the meeting, the issue will be put into the minutes and the Executive Committee will discuss it at next month's meeting to see if the issue has been resolved or if other actions need to be taken. This will take place during Co-Chair announcements in the agenda.

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

- M/F – Thursday, May 3<sup>rd</sup>, Noon-2 p.m. (New Haven)
- SPA – Thursday, May 3<sup>rd</sup>, 2 p.m. – 4 p.m. (New Haven)
- QI – Thursday, May 4<sup>th</sup>, Noon-2 p.m. (New Haven)
- Executive – Friday, May 11<sup>th</sup>, 10:30 a.m. to 11:30 a.m. (Bridgeport)
- Planning Council – Friday, May 11<sup>th</sup>, Noon to 2 p.m. (Bridgeport)

**(9.0) Announcements** – World AIDS day is on April 26<sup>th</sup> at the state capitol.

**(10.0) Adjournment** - The meeting adjourned at 11:18 a.m.

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| Executive Committee Attendance   |         |          |        |        |     |      |        |           |         |          |          |
|----------------------------------|---------|----------|--------|--------|-----|------|--------|-----------|---------|----------|----------|
| Council Member                   | January | February | March  | April  | May | July | August | September | October | November | Absences |
| Adaline DeMarrais (M/F)          | X       | ABSENT   | ABSENT | ABSENT |     |      |        |           |         |          |          |
| Brian Kuerze (QI)                | X       | X        | ABSENT | X      |     |      |        |           |         |          |          |
| Beverly Leach (Council Co-Chair) | X       | X        | X      | X      |     |      |        |           |         |          |          |
| Caesar Moffett, Jr. (M/F)        | X       | X        | X      | X      |     |      |        |           |         |          |          |
| Joanne Montgomery (SPA)          | X       | X        | X      | X      |     |      |        |           |         |          |          |
| Leif Mitchell (Council Co-Chair) | X       | X        | ABSENT | ABSENT |     |      |        |           |         |          |          |
| Roberta Stewart (SPA)            | X       | X        | X      | X      |     |      |        |           |         |          |          |
| Ken Teel (QI)                    | X       | X        | ABSENT | X      |     |      |        |           |         |          |          |

Guests: Reinald Ruiz, Alex Ortiz, Kenneth Cousar