

# 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, May 11<sup>th</sup>, 2012  
**Start Time:** 10:57 a.m.  
**End Time:** 11:32 a.m.  
**Location:** Burroughs  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Kyle Linnemeyer

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#### Summary of Committee Business Votes

- Approval of April 13<sup>th</sup>, 2012 minutes

#### (1.0) Moment of Silence

Leif Mitchell called the meeting to order at 10:57 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 Mitchell welcomed everybody then followed with introductions.

#### (3.0) Co-Chair Announcements

Leif announced that the Ryan White Office and the Co-chairs of the Planning Council will be meeting with the Mayor of New Haven on Monday, May 21<sup>st</sup>. They will update him with the activities conducted by the Planning Council, where the Planning Council is with mandated positions, and will talk to him about trying to get someone from DSS to be a member of the Planning Council, as this is a mandated position by HRSA. It was also announced that HRSA will have a project officer for Part A and a separate project officer for Part B. Britney Bovenizer is currently the project officer of Part A for the New Haven EMA and for Part B for the state of Connecticut. She will remain the project officer of Part B but will not be the project office for Part A.

#### (4.0) Approval of April 13<sup>th</sup>, 2012 Meeting Summary

Roberta Stewart made a motion to approve the April 13<sup>th</sup>, 2012 minutes. The motion was seconded by Joanne Montgomery.

**For: 3** – Stewart, Montgomery, Teel

**Against: None**

**Abstain: 2** – Mitchell, Moffet

**Not Present: 1**-DeMarrais

#### (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. For the Membership Recruitment Campaign, the Planning Council is planning an open house in Waterbury in November. The Council will try to attract the Hispanic population as it is underrepresented in the Federal Reflectiveness mandate.
3. The Committee reviewed the Assessment of the Administrative agency. The same questions will be used from last year but the Committee asked the Ryan White Office to provide information on how long it takes for payment to reach subcontractors to ensure there aren't any gaps in services.

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4. The Committee reviewed the Membership Application Process. During the Planning Council meeting there will be a motion made to move one application forward to the Planning Council for vote. This applicant has attended one Planning Council meeting and one Committee meeting.
5. The Committee reviewed the Planning Council Feedback Form from the April 13<sup>th</sup>, 2012 Planning Council meeting. There were comments about the seating arrangements and how the locations for the Planning Council meetings are becoming crowded. Discussions occurred about larger places to hold the meetings and different arrangements of the seats to include more members in the meeting instead of having people sit on the outside of the seating formation. Further discussion about the seating arrangements will occur at the next meeting.
6. The Committee analyzed the Planning Council membership for the Federal Reflectiveness Mandate. The Council is still missing a Medicaid representative and is underrepresented in the Hispanic and the African American population.
7. The Committee discussed different ways of training for new Planning Council members in addition to the trainings done at Planning Council meetings. Some ideas brought up were a mentor/mentee program, a glossary that explains the Ryan White language, and handing out the current brochure that explains what is the Planning Council. Further discussion of this topic will occur at the next Membership/Finance meeting.
8. Tom Butcher, the grantee reported on where each region is with their contracts for this fiscal year. He also informed us that QI site visits will be happening this summer.
9. The next Membership/Finance meeting will be July 12<sup>th</sup> from Noon to 2 p.m. at the Greek Olive.

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

Joanne Montgomery 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 reviewed the final edition of the Comprehensive Plan. During the Planning Council meeting there will be a motion made to vote on the approval of the Comprehensive Plan.
3. The Committee discussed the different datasets that will be used in the Priority Settings for the PSRA process. During the next SPA meeting the Committee will go over the Resource Allocation of the PSRA. This will be used in determining funding allocations for the 2013 fiscal year.
4. Jeff Daniel presented the three studies that were done earlier this year. The studies were on Return to Care, MSM, and Foreign Born. These studies were done to try to find out gaps that were causing people to delay getting into care and to research newly diagnosed populations.
5. SPA's next meeting is on Thursday, July 12<sup>th</sup> from 2 p.m. to 4 p.m. at the Greek Olive.

## **c. QUALITY IMPROVEMENT**

Ken Teel presented the following Quality Improvement Committee report:

1. The Committee approved all standards of care for the 12 service categories with Early Intervention Services remaining in Pilot Stage to be refined post 2012 site visits.
2. The Committee went over the QI site visits. The site visits will be for all 30 contracted providers occurring from July through mid-August. Sampling of the charts will be 100% for Early Intervention Services, 30% for Ambulatory/Outpatient Medical Care, 30% for Medical Case Management, 20% for the remaining core services and 10% for the support services. The remaining core services are Mental Health-Outpatient, Oral Health, and Health Insurance Premium-Cost Sharing Assistance. The support services are Emergency Financial Assistance, Food, Housing, Substance Abuse-Inpatient, and Transportation.
3. The Committee discussed further refinements to Early Intervention Services standards of care that came from the EIS summit that took place on April 19<sup>th</sup>. There was a discussion on how to integrate PartNer Services and EIS with testing and linkage to care.
4. QI's next meeting is on July 13<sup>th</sup>, from Noon to 2 p.m. at the Greek Olive



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

Tom Butcher presented the following

1. The Ryan White Office and contracted providers are executing the final provider contracts. The contracts should be finalized by May 25<sup>th</sup>.
2. QI site visits will occur all of July and the first two weeks of August. The site visits will cover QI, program monitoring, and fiscal monitoring.
3. The Ryan White Office is looking at the amount of time it takes contractors to pay out subcontractors. This will be for informative reasons as it is not currently included in the directives. This information will be used to make sure there are no gaps in services due to subcontractors receiving late funding. Information for years 2010 and 2011 will be provided for this information, but 2010 will give a more accurate snapshot as it was a more stable funded year.
4. The Ryan White Office will be looking at more data this year. One issue that was brought up is that clients with AIDS are being prescribed HAART but not everybody is responding well. One question is that clients might be prescribed HIV medications, but are they taking it or taking it as prescribed?
5. On June 19<sup>th</sup> there will be a contractor's meeting to go over the site visit process. This will be to get contractors ready for the site visits and answer any questions they might have.

**(7.0) New/Old Business**

- a. Review of Planning Council Agenda- the committee reviewed the Planning Council agenda and determined that it was on track.
- b. Planning Council Training- At today's PC meeting, the training will be an overview of the Comprehensive Plan. It will be presented by Joanne Montgomery.
- c. Provide Membership Training- The Committee decided that next month's Planning Council training will be on the Priority Setting and Resource Allocation process.

**(8.0) Planning Council Committee Meetings**

- M/F – Thursday, July 12<sup>th</sup>, Noon to 2 p.m. (New Haven)
- SPA – Thursday, July 12<sup>th</sup>, 2 p.m. to 4 p.m. (New Haven)
- QI – Friday, July 13<sup>th</sup>, Noon to 2 p.m. (New Haven)
- Executive – Friday, July 20<sup>th</sup>, 10:30 a.m. to 11:30 a.m. (Bridgeport)
- Planning Council – Friday, July 20<sup>th</sup>, Noon to 2 p.m. (Bridgeport)

**(9.0) Announcements –** There were no announcements

**(10.0) Adjournment -** The meeting adjourned at 11:32 a.m.

Executive Committee Attendance						July	August	September	October	November	Absences
Council Member	January	February	March	April	May						
Adaline DeMarrais (M/F)	X	ABSENT	ABSENT	ABSENT	X						3
Brian Kuerze (QI)	X	X	ABSENT	X	ABSENT						2
Beverly Leach (Council Co-Chair)	X	X	X	X	ABSENT						
Caesar Moffett, Jr. (M/F)	X	X	X	X	X						
Joanne Montgomery (SPA)	X	X	X	X	X						
Leif Mitchell (Council Co-Chair)	X	X	ABSENT	ABSENT	X						2
Roberta Stewart (SPA)	X	X	X	X	X						
Ken Teel (QI)	X	X	ABSENT	X	X						1

Guests: Andrew Lyons