

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 11th, 2012
Start Time: 12:04 p.m.
End Time: 1:35 p.m.
Location: Burroughs Community Center
Presiding Chair: Leif Mitchell
Recorder: Kyle Linnemeyer

Summary of Committee Business Votes

- Approval of Minutes from the April 13th, 2012 meeting
- One Membership Application
- Approval of the 2012-2015 Comprehensive Plan

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:04 p.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 and all participants introduced themselves.

(3.0) Co-Chair Announcements

Leif Mitchell announced that the Ryan White Office and the Co-chairs of the Planning Council will be meeting with the Mayor of New Haven, John Destefano, on Monday, May 21. 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, a mandated position by HRSA. He also mentioned that he will try to invite Mayor Destefano to a Planning Council meeting to be held at the Greek Olive.

(4.0) Public Comment- There were no public comments.

(5.0) Approval of April 13th, 2012 Meeting Summary

A motion to approve the minutes was made by Ric Browne and seconded by Ronald Lee.

For: 11 - Browne, Cousar, Datcher, Jenkins, Leach, Lyons, Teel, Montgomery, Romanik, Lee, Stewart

Against: None

Abstain: 4 – Mitchell, Torres, Moffet, DeMarrais

Not Present: None

(6.0) 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 is 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. The M/F Committee made a motion to move one application to the Council for vote.

For: 15 - Browne, Cousar, Datcher, Jenkins, Leach, Lyons, Teel, Montgomery, Romanik, Lee, Mitchell, Stewart, Torres, Moffet, DeMarrais

Against: None

Abstain: None

Not Present: None

5. The Committee reviewed the Council Feedback Form from the April 13th, 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 M/F 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 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 in July and August.

9. The next Membership/Finance meeting is Thursday, July 12th 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 is on track based on the work activities assigned to the Committee.

2. The Committee made a motion to approve the final edition of the 2012-2015 Comprehensive Plan.

For: 15 - Browne, Cousar, Datcher, Jenkins, Leach, Lyons, Teel, Montgomery, Romanik, Lee, Mitchell, Stewart, Torres, Moffet, DeMarrais

Against: None

Abstain: None

Not Present: None

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. Joanne Montgomery reminded everyone of the importance of the upcoming SPA meeting because it is used to determine the allocation of funding for the different service categories.

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 also to research newly diagnosed populations.

5. SPA's next meeting is on Thursday, July 12th from 2 p.m. to 4 p.m. at The Greek Olive.



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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 upcoming 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 19th. There was a discussion on how to integrate PartNer Services and EIS with testing and linkage to care.
4. The next QI meeting is on Friday, July 13th from Noon to 2 p.m. at the Greek Olive.

(7.0) Grantee's Office Reports

Tom Butcher and Gail Glenn presented the following

- Contracts with the 5 regions are being executed.
- There are three regions whose contracts have been executed. They are Region 3-Bridgeport, Region 4-Stamford/Norwalk, and Region 5-Danbury. The Ryan White Office can issue payment as soon as we receive the documents from the providers.
- Region 1's (New Haven) contract is in Corporate Counsel while Region 2's (Waterbury) contract has been sent out to the provider for signature.
- The grant award was received in late February in one payment. This is the first time in many years that it was received all at once in the beginning of the fiscal year.
- Planning Council support, QI, and site visits will go out to bid this year.

(8.0) New/Old Business – Joanne Montgomery presented an overview of the Comprehensive Plan. The presentation describes why we do a plan every three years, the information used in the plan, the information used to determine the goals of the Planning Council and Ryan White Part A, and how we will measure these goals over the next three years. She gave this presentation during the Planning Council Committee Updates before the Planning Council voted on the Final edition of the 2012-2015 Comprehensive Plan.

(9.0) Public Comment –

- It was discussed by several members of the council that the lingo/terminology used during meetings can be intimidating to guests and is a possible barrier to getting potential future members of the council. It was discussed trying to use layperson's terms or saying the terminology then describing what it means.
- It was mentioned by some people that getting food stamps or medical care re-issued from DSS is taking several months. Leif Mitchell emphasized this is why we need a DSS representative member on the Planning Council.

(10.0) Announcements

1. Tom Butcher mentioned that HRSA is trying to get feedback on how the Affordable Care Act, if passed, would affect people living with HIV/AIDS. The other question is if the Affordable Care Act is passed HRSA wants to know how consumers think it will change the Ryan White Care Act.
2. It was announced that the HIV drug Truvada was approved by the FDA's advisory committee.

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

(12.0) Adjournment - The meeting adjourned at 1:35 p.m.

Planning Council Committee Meetings

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

Attendance Record – 2012

	Council Member	1/13	2/10	3/9	4/13	5/11	7/20	8/10	9/14	10/12	11/9	12/14
1.	Ric Browne	Y	Y	Y	Y	Y						
2.	Kenneth Cousar	NP	NP	NP	Y	Y						
3.	Michael Contreras	Y	NP	NP	NP	NP						
4.	Brian Datcher	Y	NP	Y	Y	Y						
5.	Adaline DeMarrais	Y	NP	Y	NP	Y						
6.	Heidi Jenkins	Y	Y	Y	Y	Y						
7.	Tom Kidder	Y	Y	Y	Y	NP						
8.	Brian Kuerze	Y	Y	NP	Y	NP						
9.	<i>Beverly Leach PC Co-Chair</i>	Y	Y	Y	Y	Y						
10.	Andrew Lyons	NP	Y	Y	Y	Y						
11.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y	NP	NP	Y						
12.	Caesar Moffett, Jr.	Y	Y	Y	Y	Y						
13.	Ken Teel	Y	Y	Y	Y	Y						
14.	Joanne Montgomery Co-Chair	Y	Y	Y	Y	Y						
15.	Cedric Reid	Y	Y	NP	Y	NP						
16.	Christine Romanik	Y	Y	Y	Y	Y						
17.	Ronald Lee	-	-	-	Y	Y						
18.	Robert Sideleau	Y	Y	Y	Y	NP						
19.	Ray Ruiz, Jr.	-	-	-	-	NP						
20.	Roberta Stewart Co-Chair	Y	Y	Y	Y	Y						
21.	Dennis Torres	Y	Y	Y	NP	Y						
	Ryan White Office	Y	Y	Y	Y	Y						
	Planning Council Staff	Y	Y	Y	Y	Y						
	% of Council present:	85%	75%	74%	80%	71%						
Guests: Alex Ortiz, Sylvia Mitchell, Rev. Peggy Joseph, Tom Goldring, Clara Ramos , Gabrielle Rosa, Cam Crosby, Andre Caban												