



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, April 12, 2013
Start Time: 10:50 am
End Time: 11:48 am
Location: The Burrough's Community Center
Presiding Chair: Leif Mitchell
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the March 15, 2013 meeting.

(1.0) Moment of Silence

Leif called the meeting to order at 10:50 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Leif welcomed everyone and asked members to introduce themselves.

(3.0) Co-Chair Announcements

- Leif addressed the issue of there being too many side conversations during the Planning Council meeting. He and Beverly will take action when these happen from now on.
- We have a person from the DSS office in Bridgeport who is willing to become a Planning Council member. This will fulfill our Medicaid requirement.

(4.0) Approval of March 15, 2013 Minutes

A motion to approve the minutes was made by Brian Datcher and seconded by Caesar Moffett.

For: (4) Caesar Moffett, Brian Datcher, Beverly Leach, Roberta Stewart

Against: None

Abstain: (1) Leif Mitchell

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

1. The minutes from March 7, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. The May Consumer Forum will be held at the Circle Care Center in Norwalk on May 9th from 12:00pm – 2:00pm.
4. We currently have one renewal application for Planning Council. The individual needs to attend a committee meeting and Planning Council meeting to meet the requirements.



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5. We have one application for Planning Council Co-Chair that was approved to be moved to the Planning Council for final approval.
6. The Planning Council Feedback form was reviewed and the overall feedback was good. There was a comment regarding Planning Council members holding side conversations during presentations. This has been indicated several times on the feedback form over the last year so it was decided that Leif and Beverly will address these situations when they are happening.
7. The committee reviewed the attendance and all attendance was found to be accurate. It was decided to change the 'E' on the attendance to a 'WE' for weather event for excused absences due to inclement weather.
8. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and we are still having trouble filling the Medicaid position. Leif is continuing to work on this issue and trying to get a representative from DSS in Bridgeport. Cam Crosby did get approval from his agency to apply to the Planning Council. He would be able to help with Medicaid funding questions even though he wouldn't officially fulfill the Medicaid requirement we are in need of.
9. The Grantee reported having sent out award letters to providers based on the partial award received and now they are awaiting contracts based on this partial award. HRSA is conducting their site visit this week with the Ryan White office. There have been no expenditures to report at this time.
The next meeting will be held on Thursday, May 2, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. The minutes from March 7, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. A discussion took place regarding the Healthcare Reform and its impact to Ryan White. The topics of Medicaid Expansion with incentives offered for early application online were an area of interest as well as the spend down amounts that will be required for individuals earning more than \$500.00 per month.
4. Jeff also presented the results from the 2 new studies that were recently completed. Youth MSM and Previously Incarcerated and Recently Released.
5. Jeff presented on the Datasets/Needs for PRSA and it was determined that the committee will use a total of 9 datasets which include the 2 new studies that were done with Youth MSM and Previously Incarcerated and Recently Released. We also may want to add Case Management as a support service category. The thought is that the following service categories will be affected by Medicaid Expansion:



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- Medical Transportation, Outpatient Ambulatory Medical Care, Substance Abuse Outpatient/Inpatient, Mental Health, Oral Health, AIDS Pharmaceutical Assistance (Local)
- 6. The Parking Lot Issue of Directive 1.1 was discussed. This directive deals directly with the allocation of funds across all 5 regions in our EMA. The current methodology for calculating the allocation percentage is based on epidemiology profiles of individuals. The following are possible ways that the committee would like to see these percentages analyzed, CAREWare data, viral load mapping and there could be others that should be explored. Also, there was discussion that there would be a 'hold harmless' type of clause that the percentage of allocation would not change more than ___%. Perhaps a threshold of a mandatory minimum percentage that allocated to each region. You could figure out a cost per client for a specific service throughout the EMA. The committee would like to see this parking lot issue remain on each agenda until we work on the directives in October.
- 7. The next SPA meeting will be held on Thursday, May 2, 2013 from 2:00pm – 4:00pm.

c. QUALITY IMPROVEMENT

Brian Datcher gave the following Quality Improvement Committee Report:

1. Due to lack of a quorum, the minutes from January 4, 2013 could not be voted on. These will be voted on at May's meeting.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. Tracy gave a summary of the technical assistance site visits that were made. 18% of the agencies received agency specific technical assistance with onsite visits in November and December and then again in January and February.
4. Rhonda presented summary of all the revised Standards of Care for 2013. The Standards of Care for the EMA is a "living" document that reflects best practice methodologies, as well as HRSA program and monitoring requirements, necessary to provide quality services to PLWHA. These Standards are reviewed annually for updates and improvements where indicated. The summary included list of revisions made for FY2013 to ensure compliance with all program requirements, as well as increasing the EMAs efforts in providing continued excellent quality services.
5. Tracy and Rhonda presented the 2013 Quality Improvement Committee Plan and Goals. The New Haven/Fairfield Counties' Ryan White Part A Eligible Metropolitan Area (EMA) systematically monitors, evaluates and continuously strives to improve the quality and delivery of HIV care and services provided to Ryan White Part A consumers in the EMA. This document lists in detail the committee's plan. It will be posted on the Ryan White Planning Council website once approved.
6. May's meeting will include a POD session for the Acuity Based Tool and its pilot dates will be determined.

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7. The next meeting will be held on Friday, May 3, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- Contracts are moving forward, they are currently waiting for approvals before they go out to providers.
- The remaining amount of the partial reward has not come in yet.
- Contracts now will be based on the partial award.

(6.0) New/Old Business

a. Planning Council Training

Tom Butcher, the Grantee will present a summary of the HRSA site visit that took place last week.

- b. The start time of the Executive Committee meeting will stay at 10:30am for all future meetings. This item of discussion will be removed from all future agendas for the Executive Committee.
- There was a discussion regarding concern for Andrew Lyon's excessive absences and the Planning Councils' Co-Chair inability to contact him over the last 3 months. It was decided based on section 4.5 (d) of the By Laws that the Executive Committee removes him from his position as Co-Chair of the Membership/Finance committee. Roberta Stewart made a motion to remove Andrew Lyons as Co-Chair of the Membership/Finance committee based on failure to perform duties. Beverly Leach seconded it.

For: (5) Caesar Moffett, Brian Datcher, Beverly Leach, Roberta Stewart, Ken Teel

Against: None

Abstain: (1) Leif Mitchell

c. Future Planning Council Trainings:

- May – A high level summary of the findings of the 2 new needs assessment studies
- July – Training on the PSRA process made simple
- September – Medicaid Expansion and Health Care Reform

d. Parking Lot Items –

- By Law item: when the By Laws are updated, should the process in which a committee co-chair is removed mirror the process for committee co-chair appointment.

(7.0) Planning Council Committee Meetings

- a. MF – Thursday, May 2nd, 12:00pm – 2:00pm
- b. SPA – Thursday, May 2nd, 2:00pm – 4:00pm

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- c. QI –Friday, May 3rd, 12:00pm – 2:00pm
- d. Executive – Friday, May 10th , 10:30am - 11:30am
- e. Planning Council- Friday, May 10th , 12:00pm – 2:00pm

(9.0) Announcements – there were no announcements

(10.0) Adjournment - 11:48am

Attendance Record - 2013

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X	X	X	X						
2.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X						
3.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	X						
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X	X						
5.	Joanne Montgomery (Strategic Planning & Assessment Co- Chair)	X	X	A	A						
6.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	A	A	X	X						
7.	Ken Teel (Quality Improvement Co-Chair)	A	A	X	X						
8.	Andrew Lyons (Membership/Finance CoChair)	X	A	A	A						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Committee present:	63%	50%	63%	75%						

Planning Council Members: Kenny Cousar, Ronald Lee, Alex Ortiz