

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Tom Kidder and Leif Mitchell, Co-Chairs

Executive Committee Meeting Summary

Meeting Date: Thursday, March 11, 2010
Start Time: 12:14 p.m.
End Time: 1:39 p.m.
Location: Greek Olive Restaurant, New Haven, CT
Presiding Chair: Leif Mitchell
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Minutes of January 7, 2010 Executive Committee meeting

Council Member Assignments

- Attend meetings as outlined in the council's By-Laws

Staff Member Assignments

- Crosswalk of MAI data to be prepared for HRSA consultant team.

Attendance Record - 2010

Committee Members	1/7	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/18	12/9
Leif Mitchell* (Co-Chair)	X	X									
Ric Browne (QI)	X	X									
Charlotte Burch (QI)	X	X									
Adaline DeMarrais (M/F)	X	X									
Thomas Kidder* (Co-Chair)	X										
Joanne Montgomery (SPA)	X	X									
Robert Sideleau (M/F)	X	X									
Roberta Stewart (SPA)	X	X									
Other Attendees											
Ryan White Office	X	X									
Planning Council Staff	X	X									
Other Participants											

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:14 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 asked participants to introduce themselves and reminded attendees that the meeting public and open to the press. Participants are asked to use good judgment in disclosing any personal information during introductions.

(3.0) Co-Chair Announcements

- Tom Kidder will chair the March 12th Planning Council Meeting
- A conference call with the Grantee, Co-chairs and HSRA Project Officer took place this week.

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- a. The question of utilizing Administrative dollars to provide transportation to potential Planning Council members was posed. This is allowable for members who have already submitted an application and are attending the meetings as part of the membership requirements.
 - b. A technical Assistance request will be submitted to the Project Officer. This request is for assistance regarding best practices for utilizing the MAI dollars. The intention is to learn the best methods to bring new clients (newly diagnosed) into care as well as reach out to those unaware of their status to enter treatment. This request was submitted so that HRSA consultants can be assigned and begin working in the EMA in April and May on this project.
- Decisions regarding the MAI funding to be determined by June 3 and directives to be developed by June 11.
 - Jeff Daniel will put together the MAI outcomes and comparison data for the HRSA consultant team.

(4.0) Approval of January 7, 2010 Meeting Summary

Robert Sideleau moved that the minutes of the January 7th Executive Committee meeting be approved. Adaline DeMarrais seconded the motion.

For: Mitchell, Burch, DeMarrais, Stewart

Against: None

Abstain: Mitchell

(5.0) Planning Council Committee Reports

a. Membership/Finance

- **Review Membership/Finance PCAT**
 - The FY 2010 PCAT was presented by Tom Butcher. The PCAT was developed based on all the Committees and their requests of items to review for the upcoming year. These items or timeframe may change as a result of any HRSA changes or based on the FY2010 grant award.
 - Tom Butcher gave an update that the RFP for Planning Council had been released and that Collaborative Research was the selected vendor for FY2010.
 - In regards to the FY2010 grant award, Grantees were notified that the formula award should be released during the week of March 8 and the supplemental award on or around April 1.
- **Review Planning Council Reflectiveness**
 - A letter from the Mayor has been sent to fill the Medicaid representative slot that is currently open.
 - The reflectiveness indicates that more men are needed for the Council but in particular Hispanic members; Hispanic men would be an ideal goal to increase membership.
 - An update regarding the CHPC taskforce program and its new initiative with partner notification was given. It has not been determined as to who this initiative will fall under between the Department of Health or CHPC.
- **Membership Recruitment and Retention Plans**

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- Discussion took place regarding the idea of developing a resource guide for the EMA. Guides exist in other EMAs such as Nassau-Suffolk and Phoenix prompting further discussion in what type of guide would meet the needs of the clients. The committee discussed the intention of the guide before determining what type of guide will be best to develop. The three main points the Committee needs to determine are:
 - Who is the target audience to use the guide
 - Will it be reflective of Statewide services or limited to the EMA
 - What purpose will it serve for those living with HIV/AIDS: a guide for referrals or as handbook with multiple purposes including adherence to medication and care
 - Existing guides such as the one prepared by Planned Parenthood, Waterbury Hospital and State initiatives needs to be reviewed as to not duplicate but enhance a proper guide for the community. Examples are to be brought to the next meeting for further discussion.
- **Review of Membership Applications**
 - The Committee reviewed Membership applications

b. STRATEGIC PLANNING & ASSESSMENT

- **Review SPA Planning Council Activity Timeline (PCAT)**
 - Roberta introduced the PCAT to the Committee. The PCAT is based on submissions from all committees regarding requests and functions for FY2010. This PCAT is subject to change based on final awards from HRSA for FY2010. In addition the MAI component is bold because it was added post the RFP for Planning Council Support was released.
- **Finalize By-Laws**
 - Updated By-Laws were distributed including all recommended changes. The updates were reviewed and discussed by the committee.
 - Main questions that included additional discussions were regarding committee votes and transportation for potential new members. Co-chairs to pose question to the Ryan White Office for further clarification from HRSA regarding potential new members and transportation.
- **FY 2010 Minority AIDS Initiative**
 - Jeff Daniel, Planning Council Staff, distributed a data report that was prepared by the Ryan White Office as a follow up to last month's discussion regarding MAI. Discussion regarding clients that utilize both MAI and formula funded services and the availability of services targeted towards the MAI specific population. Co-chairs to pose question to Ryan White Office as to how other jurisdictions use MAI funds and best practices from HRSA.
- **FY 2010 Unaware PLWHA strategies review, discussion and action**
 - Discussion incurred regarding what issues exist and need to be reviewed. New clients have been recently identified and with an increase of this population, plans to address their needs and ensure services need to be developed.

c. QUALITY IMPROVEMENT

Did not meet. Next meeting to occur May 7.

(6.0) Grantees' Report

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Tom Butcher reported that as of this morning the FY 2010 Formula/MAI award had not been received. These awards are due to be released sometime during this week. Once the awards are received the Ryan White Office will work with the Council for reconciling and variations from what was requested in funding to what was actually received.

Tom described the PCAT (Planning Council Activities Timeline) that was created based on all of the requests of each of the Planning Council committees. These requests were originally requested for the Planning Council Support RFP. The PCAT was based on the grant application and is subject to change based on the amount of Part A funding awarded for 2010.

The Quality Improvement process for FY 2010 is being changed. Unlike other years this process will be unbundled from the Planning Council Quality Improvement committee and the Grantee Quality Management program. The Ryan white Office will provide updates to the Committee regarding POD updates. Standards will be developed across the EMA and the Ryan white services will be examined with other HIV services in the area. Standards will be reviewed as a whole. Focus groups will be developed based on six week process. The first two groups will focus on Mental Health and Substance Abuse.

(7.0) New/Old Business

- The 2010 Meeting calendar was presented to the Committee. Roberta Stewart made a motion to accept the calendar and Joanne Montgomery second.
For: Montgomery, Mitchell, Sideleau, Stewart, DeMarrais, Browne, Burch
Against: none
Abstain: none
- Discussion regarding clarification of existing surveys in the community. Currently Ryan White Part A is conducting the Newly diagnosed survey while CDAP is running a survey regarding HIV services. Clarification will be made and presented at the next Planning Council meeting as well.
- Discussion regarding new sign in sheets for Planning Council members indicating their conflicts versus announcing conflicts during introduction took place. Decision to make these changes to be announced at Planning Council to take affect with April meeting.
- Discussion regarding training on the roles of the CEO, Grantee and Planning Council to occur at the March 12th Planning Council Meeting. The training will be based on the Planning Council Primer (page 7) Joanne Montgomery to make this presentation.
- Discussion of having binders for standing documents needed for Committee throughout the year.

(8.0) Planning Council Committee meetings

- Membership/Finance: Thursday, April 1 from noon-2 p.m. (Bridgeport)
- Strategic Planning & Assessment: Thursday, April 1 from 2-4 p.m. (Bridgeport)
- Executive Committee: Thursday, April 8 from noon-2 p.m. (Bridgeport)
- Planning Council: Friday, April 9 from noon- 2 p.m. (New Haven)

(9.0) Announcements

- On Monday, March 15, there will be a signing of the new plan of the Cross Part Collaborative at the State Capitol room 310 from 1-4 pm (snacks will be served).
- An MSM conference titled: Gay Men - What Can You Do With Them? Responding to Resurgent HIV/STI Incidence Among MSM in CT will be held June 4th from 8 – 4pm, location to be determined. This event will be sponsored by CIRA and DPH.
- HIV training for Naïve Americans to take place March 26 at the Casino.
- Joanne Montgomery announced a new worker has been hired for Counseling services.

(10.0) Adjournment

The meeting adjourned at 1:39 p.m.