

# Ryan White EMA Planning Council

New Haven and Fairfield Counties EMA

Tom Kidder & Leif Mitchell, Co-Chairs

## Executive Committee Meeting Summary

**Meeting Date:** Thursday, December 10, 2009  
**Start Time:** 12:00 p.m.  
**End Time:** 1:30 p.m.  
**Location:** Greek Olive Restaurant, New Haven, CT  
**Presiding Chair:** Tom Kidder  
**Recorder:** Tracy Kulik for Jeff Daniel

### Summary of Committee Business Votes

- Minutes of November 12, 2009 Executive Committee meeting

### Council Member Assignments

- Recruitment Strategies as discussed

### Staff Member Assignments

- Prepare Meeting Summary
- Prepare 'Early HIV Identification of HIV positive Individuals' response
- Next Meetings: (*compressed meeting schedule due to HRSA's Unaware PLWHA missive*)
  - Membership/Finance: Thursday, January 7, 2010 from noon-2 p.m. (Burroughs)
  - Strategic Planning & Assessment: Thursday, January 7, 2010 from 2-4 p.m. (Burroughs)
  - Quality Improvement: Friday, January 8, 2010 from 8:30-10:30 a.m. (Greek Olive)
  - Executive Committee: Thursday, Thursday, January 7, 2010 from 4-5 p.m. (Burroughs)
  - Planning Council: Friday, January 8, 2010 from noon – 2 p.m. (Greek Olive)

### Attendance Record - 2009

Committee Members	1/15	2/12	3/12	4/16	5/14	6/11	7/16	8/13	9/10	10/8	11/12	12/10
Leif Mitchell* (Co-Chair)	●	●	●	●	●	●	●	●	●	●	●	●
Ric Browne (QI)	●	●	●	●	●	●	●	●			●	●
Charlotte Burch (QI)	●		●	●	●	●		●	●	●	●	●
Adaline DeMarrais (M/F)									●	●	●	●
Thomas Kidder* (Co-Chair)	●	●	●	●	●	●	●	●	●	●	●	●
Joanne Montgomery (SPA)											●	●
Robert Sideleau (M/F)											●	●
Roberta Stewart (SPA)	●	●	●	●	●	●	●	●	●	●	●	●
<b>Other Attendees</b>												
Ryan White Office	●	●	●	●	●	●	●	●	●	●		●
Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●	●
Other Participants	None											

### (1.0) Moment of Silence

Tom Kidder called the meeting to order at 12:05 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

### (2.0) Welcome and Introduction

Tom Kidder asked participants to introduce themselves and reminded attendees that the meeting is public and open to the press. Participants are asked to use good judgment in disclosing any personal information during introductions.

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### (3.0) Co-Chair Announcements

Tom Kidder discussed the HRSA conference call, which despite information relayed by Latrece Timmons, did not include Karen Mercer Brown. The question about Medical Transportation (that the Planning Council could revise the Service Category definition to include service to providers that are not Ryan White funded) was resolved, but the local ADAP service category definition still needs to be thoroughly discussed.

### (4.0) Approval of November 12, 2009 Meeting Summary

Robert Sideleau moved that the minutes of the November 12<sup>th</sup> Executive Committee meeting be approved. Roberta Stewart seconded the motion.

**Discussion:** Three items require revision:

- (1) Item 5.0 'Mentorship' "Africka Hinds-Ayala 'has developed' a FAQ sheet (vs. 'is developed');
- (2) Item 5.0, Review Council Reflectiveness: 'The issue of Hispanic membership was discussed in light of issues' vs. 'in light on issues'.
- (3) Same section, 'Discussion occurred' vs. 'Discussion about'

### (5.0) Planning Council Committee Reports

#### a. MEMBERSHIP/FINANCE

**i. Update on Planning Council Co-Chair Nomination Process** - Leif Mitchell's tenure as the Planning Council Co-Chair has been extended six months, from January 1, 2010 to June 30, 2010. Ongoing review of those eligible members to assume the Co-Chair position will occur as part of the Membership/ Finance committee's charge. The request to extend this tenure has been submitted to the Chief Elected Official over the EMA, the Mayor of the City of new Haven, John DeStefano.

*Eligible individuals (as of end of November, 2009):*

Ric Browne, Charlotte Burch, Adaline DeMarrais, Jerod Geter, Jerome Harris, Roberta Stewart, Dennis Torres, Leif Mitchell, Jennifer Loschiavo, *Krystle Moore, Joanne Montgomery* (italics are 'new' eligibles as of December)

***Planning Council staff will continue to 'age forward' the roster of eligible individuals for this seat.***

**ii. Review Membership Applications – Coover.** Individual contacted by staff and application is in process. The Membership/Finance Co-Chairs are also obtaining an official email or letter from Jerome Harris regarding his intent to withdraw from this Committee and the Planning Council.

#### iii. Staff Support and activities for the Membership/Finance Committee during next Year

- o Recruitment Campaign (advertising line/printing line)
- o Community Forums/Informational Sessions (Quarterly)
- o Manage applicant process (update application to Mayoral appointment)
- o Develop Care Planner in English/Spanish (possible subsidy by pharmaceutical company)
- o Membership Trainings as needed
- o PC Reflectiveness
- o Reallocation
- o Assessment of the Administrative Agency
- o Review Expenditures by Service Category
- o **12 meetings total**

**iii. Reallocation Update:** Two services, Inpatient Substance Abuse and Health Insurance Premium/Cost Sharing Assistance, *were* under-spent. Inpatient Substance Abuse has recovered, with totally spend-down in two regions. Region 1 is now on schedule to expend their funds. Health Insurance Premium/Cost Sharing Assistance is only being spent at projected levels in Region 4.

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The Ryan White Office reported that there was \$30,000 from the Administrative budget that needs to be allocated to services.

**MOTION** to allocate \$30,000 from the Ryan White Office's Administrative budget to Substance Abuse Inpatient services. This reallocation will be distributed among the five regions based on Epidemiologic data.

The need for this reallocation is due to current full expenditure in two regions (Region 2, Waterbury and Region 3, Bridgeport) and significant expenditures in Region 1, New Haven.

**iv. Planning Council brochure** – translated into Spanish by Planning Council staff. A few consumers that are Spanish speaking have reviewed the documents and made minor refinements. These are being sent to staff for revision and production.

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

#### **i. MOTION TO REVISED MEDICAL TRANSPORTATION DEFINITION:**

##### **FROM:**

Medical transportation services are conveyance services provided, directly or through voucher, to a client so that he or she may access health care services.

Medical transportation is classified as a support service and is used to provide transportation for eligible Ryan White HIV/AIDS Program clients to core medical services and support services provided by a Ryan White Part A provider. Medical transportation must be reported as a support service in all cases, regardless of whether the client transported to a medical core service or to a support service.

##### **TO:**

Medical transportation services are conveyance services provided, directly or through voucher, to a client so that he or she may access health care services.

Medical transportation is classified as a support service and is used to provide transportation for eligible Ryan White HIV/AIDS Program clients to core medical services and support services. This includes transportation to any service categories funded and prioritized by the Planning Council. Medical transportation must be reported as a support service in all cases, regardless of whether the client transported to a medical core service or to a support service.

**ii. BY-LAWS:** The committee discussed the need to formulate language specific to the current circumstance of extending a Planning Council Co-Chair's tenure. Draft language will be developed for discussion at the January 7, 2010 meeting.

#### **iii. PC Staff Support for next FY:**

- o Priority Setting & Resource Allocation (PSRA) – intensive, extensive process
- o Update of recent Service Category Definitions – ongoing possession of most recent edition
- o Directives to Grantee
- o Client Level Data
- o Comprehensive Plan Update
- o Planning Council Feedback
- o Update of Bylaws – ongoing possession of most recent edition
- o Needs Assessment – coordinate with Statewide 'In Care' study
- o Community Forum – marketed well in advance, integrated into topics of PLWHA interest
- o Newly Diagnosed study (2009)
- o Epidemiology Update – by EMA, County and Region with new emphasis on newly diagnosed
- o Focus on IDU and mechanisms that support, could detract from trend of reducing prevalence (concern regarding Connecticut budgets and reduction of syringe exchange programs)
- o **16 meetings total**

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**c. QUALITY IMPROVEMENT** – The Super Pod continues to convene with a specially scheduled Quality Improvement Committee meeting held on Friday, December 4, 2009 and one scheduled for January 8<sup>th</sup>, 2010.

**This group (enhanced from regular QIC members) is refining Standards of Care, Outcomes and Indicators with focus** on Behavioral Health, a longer-term issue.

**A communication forum to provide information to consumers on Standards of Care and results of the Super-Pod** is under review for 2010, in tandem with the Membership/Finance Committee.

Also in concert with Membership/Finance, production of a Care Planner is being discussed to assist consumers with tracking treatment adherence.

### **Other Business**

None.

### **Announcements –**

### **Adjournment**

The meeting adjourned at 1:45p.m.