

# Ryan White EMA Planning Council

New Haven & Fairfield Counties

Roberta Stewart & Joanne Montgomery, Co-Chairs

## Strategic Planning & Assessment Committee Meeting Summary

**Meeting Date:** Thursday, December 3, 2009  
**Start Time** 2:15 pm  
**End Time:** 4:00 p.m.  
**Location:** The Greek Olive, New Haven  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Lindsay Sweeney & Tracy Kulik for Jeff Daniel, Planning Council Staff

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### Summary of Committee Business Votes

- Approval of Committee meeting minutes: October 1, 2009
- Approve Service Category definition change for Medical Transportation

### Council Member Assignments

- Attend committee and Planning Council meetings per the Council's By-Laws

### Staff Assignments

- Post approved agenda and meeting minutes on website ([www.ryanwhitecare.org](http://www.ryanwhitecare.org))
- Prepare Feedback Summary from Planning Council Meetings
- Update and Maintain Service Category definitions

### Attendance Record - 2009

SPA Committee Members	1/8	2/5	3/5	4/2	5/7	6/4	7/9	7/17	7/30	8/6	9/3	10/1	12/3
1. Jennifer Loschiavo	●	●	●	●	●		●		●		●	●	●
2. Joanne Montgomery						●	●	●	●	●	●	●	●
3. Krystle Moore		●	●	●	●	●	●	●		●	●	●	●
4. Clara Ramos											●	●	●
5. Roberta Stewart	●	●	●	●	●	●	●	●	●	●	●	●	●
Ryan White Office	●	●			●	●	●	●	●	●	●	●	●
Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●	●	●
Other Participants	Tom Kidder (PC), Leif Mitchell (PC), Bob Sideleau (PC), Dennis Torres (PC), Charlotte Burch (PC)												

\* Meeting attendance policy does not apply for special meetings per By-Laws.

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## **(1.0) Moment of Silence**

The meeting was called to order by co-chair Roberta Stewart at 2:15 PM. The start time of this meeting was delayed due to prolonged meeting of the prior Planning Council committee.

She asked everyone to quiet their cell phones as a "Moment of Silence" was observed.

## **(2.0) Welcome and Introductions**

Roberta welcomed everyone and advised them that it is a public meeting, and to be wise in sharing information.

## **(3.0) Co-Chair Announcements**

Roberta led the committee in review of the agenda. The SPA committee is current with tasks outlined in the PCAT (Planning Council Activity Timeline), with the exception of Comprehensive Planning status update, which will occur at the January 7, 2010 meeting.

## **(4.0) Approval of Committee meetings:**

Joanne asked everyone to review the minutes from the October 1, 2009 meeting.

**MOTION TO APPROVE 10/1/2009 MINUTES WITH REVISION: 1<sup>ST</sup>: BOB SIDELEAU; 2<sup>ND</sup>: JOANNE MONTGOMERY**

**DISCUSSION:** REVISE JOANNE MONTGOMERY'S NAME AS SPA COMMITTEE CO-CHAIR IN HEADER TO 'JOANNE' VS. 'JOANNA'

**FOR:** KIDDER, LOSCHIAVO, MITCHELL, MONTGOMERY, MOORE, SIDELEAU, RAMOS, TORRES

**AGAINST:** NONE

**ABSTENTIONS:** STEWART

**NOT PRESENT:** NONE

## **(5.0) New/Old Business**

### **(5.a.) Review Planning Council Survey Feedback Forms from October meeting.**

The Committee reviewed the feedback forms from the October 1st meeting:

- The issues brought up in the feedback forms are being addressed (members of public at the table, quality of food at the Greek Olive and )

### **(5.b.) Review SPA PCAT**

The committee reviewed the SPA PCAT. The SPA committee is current with tasks outlined in the PCAT (Planning Council Activity Timeline), with the exception of Comprehensive Planning status update, which will occur at the January 7, 2010 meeting.

### **(5.c.) Discussion of Planning Council Support for SPA Committee to the Ryan White Office**

The committee discussed items needed for the next Fiscal Year for inclusion into the Request For Proposal (RFP) to be issued by the Ryan White Office for Planning Council support. Items include:

- Priority Setting & Resource Allocation (PSRA) – intensive, extensive process
- Update of recent Service Category Definitions – ongoing possession of most recent edition
- Directives to Grantee
- Client Level Data
- Comprehensive Plan Update

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- o Planning Council Feedback
- o Update of Bylaws – ongoing possession of most recent edition
- o Needs Assessment – coordination 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**

## **(5.d.) By-Law discussion regarding Planning Council Co-Chair**

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.

## **(5.e) Revision to Service Category Definition for Medical Transportation**

**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.

**1<sup>ST</sup>:** BOB SIDELEAU; **2<sup>ND</sup>:** LEIF MITCHELL

**DISCUSSION:** CLARIFICATION ABOUT THE CHANGE, PROCESS AND HRSA’S INPUT

**FOR:** BURCH, KIDDER, LOSCHIAVO, MITCHELL, MOORE, SIDELEAU, RAMOS, TORRES

**AGAINST:** NONE

**ABSTENTIONS:** STEWART, MONTGOMERY (CONFLICT)

**NOT PRESENT:** NONE

**(6.0) Announcements:** Joanne Montgomery announced that 2 new individuals have been hired at Regional Network of Programs—an Assistant Director for Medicaid assisted treatment and a Director of Information Technology.

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**(7.0) Adjournment:** The meeting was adjourned at 4:00 p.m.

**Next Meeting:** Thursday, January 7, 2010 from 2-4 pm in Bridgeport at Burroughs Community Center.

## VOTING RECORD

SPA Committee Member	October 1, 2009 Minutes Approval	Revise Service Category Definition: Medical Transportation
	<b>8 Y, 1 A (1 member arrived post-vote)</b>	<b>8 Y, 2 A</b>
Jennifer Loschiavo	Y	Y
Joanne Montgomery	Y	A
Krystle Moore	Y	Y
Clara Ramos	Y	Y
Roberta Stewart	Y	A
Ryan White Office	●	●
Planning Council Staff	●	●
Other Participants	Tom Kidder (PC), Leif Mitchell (PC), Bob Sideleau (PC), Dennis Torres (PC), Charlotte Burch (PC)	