

# Ryan White Planning Council

New Haven & Fairfield Counties EMA  
Tom Kidder & Leif Mitchell, Co-Chairs

## Executive Committee Meeting Summary

**Meeting Date:** Thursday, August 13<sup>th</sup>, 2009  
**Start Time:** 12:06 PM  
**End Time:** 1:22 pm  
**Location:** The Greek Olive, New Haven, CT  
**Presiding Chair:** Tom Kidder  
**Recorder:** Jeff Daniel, Collaborative Research Staff

### Motions to bring to April 17<sup>th</sup>, 2009 Planning Council Meeting

- Membership Applications
- Acceptance of the Assessment of the Administrative Mechanism
- 2010 Resource Allocation

### Upcoming Planning Council Committee Meetings

- Membership/Finance Thursday, September 4<sup>th</sup>, 12-2 pm in Bridgeport
- Strategic Planning & Assessment: Thursday, September 4<sup>th</sup>, 2-4pm in Bridgeport
- Quality Improvement/SUPER POD October 2<sup>nd</sup>, TBD

### Executive Committee Meeting Attendance

| Date of Meeting        | 1/15  | 2/12 | 3/12 | 4/16 | 5/14 | 6/11 | 7/16 | 8/13 | 9/10 |  |  |  |
|------------------------|---|------|------|------|------|------|------|------|------|--|--|--|
| Committee Members      |   |      |      |      |      |      |      |      |      |  |  |  |
| Ric Browne (QI)        |   | ●    | ●    | ●    | ●    | ●    | ●    | ●    |      |  |  |  |
| Charlotte Burch (QI)   | ●   |      | ●    | ●    | ●    | ●    |      | ●    |      |  |  |  |
| Adaline DeMarrais (MF) |   |      |      |      |      |      |      |      |      |  |  |  |
| Jerod Geter            |   |      |      |      | ●    | ●    | ●    |      |      |  |  |  |
| Thomas Kidder (CC)     | ●   | ●    | ●    | ●    | ●    | ●    | ●    | ●    |      |  |  |  |
| Leif Mitchell (CC)     | ●   | ●    | ●    | ●    | ●    | ●    | ●    | ●    |      |  |  |  |
| Roberta Stewart (SPA)  | ●   | ●    | ●    | ●    | ●    | ●    | ●    | ●    |      |  |  |  |
| Other Participants     |   |      |      |      |      |      |      |      |      |  |  |  |
| Ryan White Office      | ●   | ●    | ●    | ●    | ●    | ●    | ●    | ●    |      |  |  |  |
| Planning Council Staff | ●   | ●    | ●    | ●    | ●    | ●    | ●    | ●    |      |  |  |  |
| PC Members & Public    | Brian Datcher, Bob Sideleau, Clara Ramos (PC) |      |      |      |      |      |      |      |      |  |  |  |

### Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:06 PM. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. He also reminded everyone that this is a business meeting and open to the public so members of press or others could attend so be judicious with disclosure of Public Health information.

#### (1.0) Co-Chair Announcements

- (1) HRSA conference call with Latrece—postponed and will reschedule at a later date

# Ryan White Planning Council

New Haven & Fairfield Counties EMA

Tom Kidder & Leif Mitchell, Co-Chairs

## (2.0) Approval of Meeting Summary

Roberta Stewart made a motion to accept the minutes from the July 16<sup>th</sup>, 2009 meeting.

2<sup>nd</sup> by Ric Browne 3 yes (Browne, Mitchell, Stewart); 0 Against; 2 abstentions (Burch, Kidder)

## (3.0) Membership / Finance Committee Report:

PC Staff (Jeff Daniel) reported that the M/F committee met and discussed the following items (Co-Chair Jerod Geter was unable to make the Executive Meeting):

- The Committee moved one application to the full Council. The applicant meets the requirements for membership and fills one of the HRSA mandated slots
- MOTION will come forward at PC to forward applicant to Mayor DeStefano
- The Committee discussed ideas to increase membership, focusing on the Council's reflectiveness "Grid"
- Three teams were created to develop recruitment/retention strategies:
  - Beverly Leach and Jerod Geter—Consortiums and Support Groups (starting this week)
  - Adaline and Afrika—mentorship program
  - Leif, Roberta and Tom K—Community Forums
- Each group will meet prior to next month's Mem/Fi meeting to develop a plan. Each team will present their plan at September's Mem/Fi meeting.
- The committee concluded the 2008 Assessment of the Administrative Agent. The committee reviewed:
  - 6 month invoice/payment report with detail by contractor. Average time from invoice submittal to payment was 23.8 days.
  - 2008 Final Expenditure by Service Category. The EMA had a 99% expenditure rate during 2008.
  - 2008 Grant Year timeline. The Ryan White Office prepared a PowerPoint presentation outlining the steps from RFP issuance by City of New Haven to contractor invoice submittal with steps and dates in between.
  - MOTION will come forward at PC that the Membership/Finance committee has conducted the Assessment of the AA and that the results were excellent.

## (4.0) Strategic Planning and Assessment Committee Report:

Roberta Stewart reported that the SPA committee met and discussed the following items:

- The Committee reviewed the feedback forms from the July PC meeting. The committee requested that the number of responses be included in the feedback summary. Staff will list # of responses for both Planning Council and members of the Public. Additionally, based on Public comments, the Council Co-Chairs will work to ensure all members of the public are recognized and given opportunities to be heard. Overall feedback was positive.
- SPA reviewed the PCAT to ensure the committee was on target and meeting its goals

# Ryan White Planning Council

New Haven & Fairfield Counties EMA

Tom Kidder & Leif Mitchell, Co-Chairs

- The committee also reviewed the data sets required for the Priority Setting and Resource Allocation process. They included: Epidemiology, Service Utilization for FY2008, Other Funding, Unmet Need Estimate.
- The committee completed the 2010 Resource Allocation process:
  - SPA requested data from the Ryan White Office (via PC Support Staff) for the following:
    - Unduplicated Client Count for Grant Years 2006, 2007 and 2008
    - Units of Service delivered in Grant Year 2008
    - Unit Cost for 2008
  - Additionally, the committee requested Other Funding data from Ryan White Parts B, C, D and SPNS, HOPWA, SAHMSA, Medicaid (Title XIX), SAGA.
  - The committee examined the unduplicated client counts for the three year period and took the highest client count for the 2010 ask
  - The committee examined the EMA's Out of Care data and set a target of bringing 200 OOC individuals into care
  - Finally, the committee looked at the 2009 "ask" and decided to ask for the same amount if the 2010 amount was less than the 2009 amount.
  - The final 2010 ask is \$11, 321,011

## (5.0) Quality Improvement Committee Report:

Ric Browne reported that the QI committee met and discussed the following items:

- Collaborative Research has completed the 2009 full population chart audit
  - 4,500 charts were reviewed at 39 sites; 136 services were reviewed
- The committee will have a PowerPoint presentation at the September meeting summarizing chart audit findings
- Revision of the EMA's Quality Management plan; set future agendas
- Overall, the committee is right on target and the discussions were very good
- Tom Butcher added that the Ryan White Office will review the provider reports, each lead agency will receive a copy of all sub reports, chart audit data will be used in the EMA's 2010 Part A grant application and the data can be used by the Planning Council.
- Roberta Stewart added that the site visits were very well done and that it might be helpful to have the EMA's Standards of Care available on the Council's website

## (6.0) Grantee Office Report:

Tom Butcher reported:

- Per Latrece Timmons, New Haven's HRSA project officer, the 2010 Part A guidance should be released at anytime
- CareWare update: New Haven EMA is collaborating with the Hartford TGA as well as Part B to work with Collaborative Research in the roll out and training of providers on the new CareWare system. Jeananne Cappetta, with Collaborative Research, will be doing an assessment for both grantees (New Haven and Hartford) as well as training providers on using CareWare.

# Ryan White Planning Council

New Haven & Fairfield Counties EMA

Tom Kidder & Leif Mitchell, Co-Chairs

- Gail Glenn said she is busy closing out the 2009 fiscal site visits as well as the 2008 MAI grant year

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

- Tom Kidder discussed Council recruitment efforts
- Roberta Stewart spoke with Brian Datcher at the CHPC meeting to get his insight on how to reach people that the Council might be missing
- Brian Datcher said there was not a lot of information about Ryan White

## **Announcements**

- None

## **Adjournment**

The meeting was adjourned at 1:22 pm.