

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

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## Executive Committee

### Meeting Summary

**Meeting Date:** Friday, September 14, 2012  
**Start Time:** 10:45 a.m.  
**End Time:** 11:26 a.m.  
**Location:** Burrough's Community Center  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from the August 10, 2012 meeting.

#### (1.0) Moment of Silence

Leif Mitchell called the meeting to order at 10:45 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

Beverly welcomed everyone and asked members to introduce themselves.

#### (3.0) Co-Chair Announcements

- HRSA has announced the All Grantee Meeting to be held in Washington, D.C.. Four people should attend including members from Planning Council and the Ryan White office. The meeting will take place at the end of November.

#### (4.0) Approval of August 10, 2012

A motion to approve the minutes was made by Brian Kuerze and seconded by Caesar Moffett, Jr. The following corrections are to be made:

- Under the 'Announcements' section, that it read, "Decision concerning the new co-chair for the Membership/Finance committee..." and, "...Andrew Lyons has been named new co-chair for the Membership/Finance committee..."

**For: (4)** Kuerze, Moffett, Teel, Lyons

**Against:** None

**Abstain: (1)** Mitchell

#### (5.0) Planning Council Committee Reports

##### a. MEMBERSHIP/FINANCE

Andrew Lyons, Membership/Finance Co-Chair, gave the following report:

1. The PCAT for September was reviewed and all items were on track.
2. Membership Application – We have one application that will be moving to Planning Council for approval.
3. Reviewed the Planning Council Feedback Form from August 10, 2012 Planning Council Meeting. Overall feedback was good. There was a great deal of positive feedback regarding the Mayor's attendance at the meeting. There was also feedback in regards to the feeling of being overcrowded in the meeting space. We are going to begin looking into other options for our meetings in the near future. The priority for possible new meeting locations is the ease of traveling there using public transportation. The possibility of having one central meeting location for ALL meetings was discussed and is being considered.
4. We reviewed PC member attendance and a discussion took place on why attendance is important and how the process works with excessive absences.

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5. Analyzed PC membership for Federal Reflectiveness Mandate. We are hopeful to have a new member of Planning Council who will fulfill our Medicaid Representative need. We also discussed the upcoming community forum in November. We defined our objective for this year's forum - to attract consumers from the Hispanic community as possible Planning Council members in order to better fulfill our Federal Reflectiveness Mandate.
6. The Grantee reported that site visits throughout the EMA are now completed. Both chart compliance site visits as well as fiscal site visits.

The next Membership/Finance committee meeting will be on Thursday, October 4, 2012 from 12 p.m. to 2 p.m. at The Burrough's Community Center.

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

Leif Mitchell gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the work activities assigned to the Committee.
2. There was a discussion with regard to an overview of health care reform/ national HIV/AIDS strategy impact to Ryan White Part A funding. Concerns were shared on how the outcome of the election may impact the funding that Ryan White receives. There are many conflicting opinions and a great deal of speculation concerning this.
3. The Mid Fairfield Aids Project will be holding its Red Ribbon Gala in Norwalk at the Norwalk Inn on November 30, 2012 at 7:00pm
4. The National Coalition of Sexually Transmitted Disease Directors has announced its first annual National Disease Intervention Specialist Day on October 4, 2012.
5. The National Working Positive Coalition and the CT AIDS Resource Coalition are partnering with CT Department of Social Services to present Positive Futures 2012 on September 21, 2012. This begins at 9:00am at the Four Points Sheraton in Meriden, CT.
6. SPA's next meeting is on Thursday, October 4, 2012 from 2 p.m. to 4 p.m. at The Burrough's Community Center.

## **c. QUALITY IMPROVEMENT**

Ken Teel gave the following Quality Improvement Committee report:

1. Reviewed preliminary findings from 2012 Site Visits conducted from July 11<sup>th</sup> through August 22<sup>nd</sup>. The PCAT was reviewed, and QIC is on schedule.  
The only motion concerned acceptance of the August 3<sup>rd</sup> minutes.
2. Major findings include:
  - a. Expand HIV/AIDS Bureau performance measures from current 5 indicators to add more of the 41 HAB measures (selection to occur in October)
  - b. EIS findings show more progress made in implementation compared to other Ryan White jurisdictions for Outreach (returning Out of Care to HIV Medical Care) and Identification of Unaware. Areas of discussion were:
    - i. Awareness that the Early Identification component is Transitional Case Management with recommended use of the MCM Acuity Scale to determine months that transition to MCM should occur (not prescribing a set of months regardless of acuity or fragility of newly diagnosed);
    - ii. Concern that the EIS program incorporate ALL newly diagnosed numbers especially the 'In-Reach' or newly diagnosed in clinical settings;
    - iii. Concern that EIS **not** supplant HIV prevention.
    - iv. Integration with the recently announced (to start in January 2013) HIV Prevention programs in the EMA especially OTL (Outreach, Testing and Linkage).

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- c. Other findings include re-constitution of the MCM pod to discuss appropriate use of the Acuity Scale (some agencies discontinued due to Part B discontinuing, others on different versions of the tool, and some using appropriately at intake and reassessment to show client progress or new areas of concern);
  - d. Other findings recommended that some clinical indicators in MCM be discontinued as AOMC is tracking them;
  - e. In Substance Abuse-OP, discontinue indicators that are not applicable due to time limitations;
  - f. In Mental Health, ensure (and train, using one best practice agency) that start and end dates correlate to diagnosis and selected intervention. Use reassessment to justify expanded dates instead of just re-upping to funded maximum time (DMHAS: 3 months, HOPWA: 6 months).
3. The next meeting is on Friday, October 5, 2012 at the Burroughs Community Center in Bridgeport, CT from Noon to 2 p.m.

## (5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

1. Site visits are completed. The Condition of Award reports are completed and they are preparing grant application.
2. They will begin working on the directives that the Strategic Planning and Assessment committee has created and that Planning Council has approved. They direct the Ryan White office on how they should direct services by using the PSRA and other resources.
3. 3 Request for Proposals for services, planning council support staff and Quality Improvement are in the works. The contract for renewal clause has expired.
4. Grant application is due on October 21st.

## (7.0) New/Old Business

**a. Review Planning Council Agenda-** the committee reviewed the Planning Council agenda

**b. Provide Membership Training if necessary**

- Next months training will be an Epidemiology Update given by Leif
- Heidi Jenkins will be giving a presentation today on the Partner Notification Program from the Department of Public Health.

**c. Changing Executive Committee Start Time**

- Changing the time of the Executive Committee meeting was briefly discussed and will be talked about at next months meeting.

## (8.0) Planning Council Committee Meetings

- a. MF – Thursday, October 4th, Noon- 2 p.m. (Burroughs)
- b. SPA –Thursday, October 4th, 2 p.m.-4 p.m. (Burroughs)
- c. QI –Friday, October 5th, Noon-2 p.m. (Burroughs)
- d. Executive – Friday, October 12th, 10:30 a.m. to 11:30 a.m. (The Greek Olive)
- e. Planning Council- Friday, October 12th, Noon-2 p.m. (The Greek Olive)

## (9.0) Announcements –

## (10.0) Adjournment - 11:36 a.m.

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**Attendance Record - 2012**

|    | <b>Council Member</b>  | Jan  | Feb | Mar | April | May | July | Aug | Sept | Oct | Nov |  |
|----|--|------|-----|-----|-------|-----|------|-----|------|-----|-----|--|
| 1. | Brian Kuerze (Quality Improvement Co-Chair)                  | X    | X   | A   | X     | X   | A    | X   | X    |     |     |  |
| 2. | <i>Beverly Leach PC Co-Chair</i>                             | X    | X   | X   | X     | X   | X    | X   | A    |     |     |  |
| 3. | <i>Leif Mitchell PC Co-Chair</i>                             | X    | X   | A   | A     | X   | X    | A   | X    |     |     |  |
| 4. | Caesar Moffet, Jr.<br>(Membership/Finance Co-Chair)          | X    | X   | X   | X     | X   | A    | X   | X    |     |     |  |
| 5. | Joanne Montgomery (Strategic Planning & Assessment Co-Chair) | X    | X   | X   | X     | X   | A    | X   | A    |     |     |  |
| 6. | Roberta Stewart (Strategic Planning & Assessment Co-Chair)   | X    | X   | X   | X     | X   | X    | X   | A    |     |     |  |
| 7. | Ken Teel (Quality Improvement Co-Chair)                      | X    | X   | A   | X     | X   | A    | X   | X    |     |     |  |
| 8. | Andrew Lyons<br>(Membership/Finance CoChair)                 |      |     |     |       |     |      | X   | A    | X   |     |  |
|    | Ryan White Office  | X    | X   | X   | X     | X   | X    | X   | X    |     |     |  |
|    | Planning Council Staff                                       | X    | X   | X   | X     | X   | X    | X   | X    |     |     |  |
|    | % of Committee present:                                      | 100% | 88% | 50% | 75%   | 88% | 50%  | 75% | 63%  |     |     |  |

Planning Council Staff in attendance: Kenny Cousar