



Beverly Leach & Roberta Stewart, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, March 14, 2014
Start Time: 10:30 am
End Time: 11:47 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 17, 2013

(1.0) Moment of Silence

Roberta called the meeting to order at 10:30am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Roberta welcomed everyone and asked members to introduce themselves.

(3.0) Co-Chair Announcements

- There were none

(4.0) Approval of January 17, 2014 Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Beverly Leach.

For: (3) Moffett, Leach, Jenkins

Against: None

Abstain: (2) Stewart, Montgomery

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Heidi Jenkins gave the following report:

Here is a summary of our meetings that were held last on February 6th and March 6th:

1. We reviewed the minutes from January 9th and February 6th meetings and these were approved.
2. We also reviewed the Planning Council Activity Timeline (PCAT) at both meetings. This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. In February we analyzed the Planning Council Activity Timeline and the scope of work for the 2014 grant year and it was determined that the task, 'Review Implementation of Health Care



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Reform/National HIV/AIDS Strategy's Impact to Ryan White would be added monthly and become a standing item on the agenda.

1. At the March meeting we reviewed the Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White. There was a great discussion regarding the current process for signing up for health insurance in accordance with the Affordable Care Act and many opinions and questions were heard. State of CT DPH researched all of the health insurance possibilities for individuals living with HIV/AIDS to find the best one for them. Staff will request this information from the State of CT DPH and do a side by side comparison to the offerings from Health Access and have this for next month.
2. In February, Planning Council staff presented our current By-Laws for review and update. The following (3) items were updated on the By-Laws and approved to move forward to Planning Council for final approval:
 - a. On page (5), section 4.4b the language was changed from 'Have attended at least 75% of Council and assigned committee meetings within the last 12 months' to 'Have attended at least 75% of Council and committee meetings within the last 12 months'. This was done because we do not have 'assigned committees'.
 - b. A separate process for a renewal application vs. the new application process. This was addressed on page (4) in section 4.2b #7 where the language was changed to read:
 - i. After the Membership/Finance Committee reviews applications, new applicants deemed eligible are then required to attend one Commmittee meeting (excluding Executive) and one Planning Council meeting. For renewal applications, for members in good standing this requirement will be waived.
 - c. Adding to the Planning Council agenda Regional Updates and would allow each region to keep the Planning Council current on all issues.
 - i. This was addressed on page (10) under section 5.11. This item was added as Planning Council agenda item (8)
3. **VOTE: we will now vote on the above recommended updates to the 2014 By-Laws.**
4. In March we began to discuss the following: Identify Datasets/Needs for PSRA and Coordinate with Other Committees to Facilitate the Exchange of Information – in this discussion Jeff reviewed the (3) funding scenarios that came out of the Ad Hoc meeting that took place on February 27th. The 1st scenario was approved and will now be voted on:
 - a. **VOTE: to accept scenario #1 regarding a reduction in funding – Jeff will present this scenario.**
5. In February Tom gave a summary of the current study being done by Jeff, Tracy and him. He reiterated how the information gathered will be used during the PSRA process and also determining if applying for a waiver will be done. He felt the results from this study would be completed in March
6. We have (1) item remaining in our parking lot and (2) new items:
 - When discussing Directives also look at how we deliver services, what does Ryan White funding provide. Financial eligibility may require Ryan White moves to a closed system where every person has a Medical Case Manager to better determine client counts and eligibility or a process to make sure financial eligibility is determined within the guidelines from HRSA. Tom Butcher asked all attendees to look at their regions and find out how they are operating with their clients, whether they require a MCM or not. Tom would like to regions to say to their providers something like "... it is expected for each client to have an



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MCM with documented exceptions.’ These exceptions can be documented in CAREWare and can be seen across providers.

- (NEW) We would like to add a ‘Regional Update’ item on the Planning Council Agenda. Since the Planning Council agenda is an item defined in the By-Laws, this addition is pending final approval from the Planning Council. What (5) Questions do we want the regional leads to answer monthly during their Regional Updates portion of the Planning Council meeting - this was discussed at the meeting and to begin, all regional leads will be invited to attend the March 6th SPA meeting and will be asked to give an overview of their year regarding trends, barriers to care, gaps and any other issues they would like to share with the committee. We will do this for our April Planning Council meeting since we have not yet approved the By-Law change in the agenda to include this.
- (NEW) When discussing the PSRA Framework: Please take into consideration data requests for PSRA, ACA, accurate CAREWare numbers, Standards of Care, Standards of Care Changes, regional service category details, EIS detailed data, and eligibility specialists.

The next Strategic Planning and Assessment committee meeting will take place on Thursday April 3, 2014 from 10:00am – 12:00pm at the Burrough’s Community Center.

b. QUALITY IMPROVEMENT

Beverly Leach gave the following report:

Here is a summary of our meetings that were held on February 6th and March 6th.

1. We reviewed minutes from January 9, 2014 and February 6, 2014 and they were approved by the committee.
2. We also reviewed the Planning Council Activity Timeline (PCAT) for both months. This tells us what activities the committee is responsible for completing each month. At this time, we are right on target with the completion of our activities.
3. In February, the Planning Council Activity Timeline scope of work for grant year 2014 was reviewed and the following changes were made:
 - a. The task, ‘Refine Standards of Care (AOMC, SA, MCM, EIS, MH)’ was changed to ‘Refine Standards of Care (AOMC, MCM, EIS)’, substance abuse and mental health were removed.
 - b. The task, ‘Present Agency Specific Plan to do Study ACT (PDSA) initiatives’ was removed from August.
4. In February, we reviewed the By-laws and discussed the changes that the SPA committee is sending to Planning Council for final approval. This committee felt that these are accurate and did not suggest any other updates.
5. In February, We continued to discuss the 2014 Quality Improvement Committee Plan. Additions to the plan are under Quality Objectives for 2014 are a Circle of Care Continuum Including:
 - EIS
 - Support Services
 - Medical Case Management
 - There was discussion of where the Circle of Care document work will be regarding committees. The development of the new model will be worked on in SPA with Jeff as the lead.



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6. In February, Tom gave an update of the EIS POD. A draft Standard of Care for EIS has been created and at the POD session on February 25th, consumers will be attending to share their experiences and give their input regarding this. This information will be presented at the Quality Improvement committee meeting in April for further discussion. AOMC and MCM Standards of Care may have some revisions based on the information gathered at the EIS POD sessions and this will also be brought to the QI committee in April for discussion. In March, Tracy presented the newly developed Standards of Care for EIS (Early Intervention Specialists) that was developed as an outcome of all the data collected during the EIS POD series which has just concluded in February. The committee approved this Standard of Care and will be looking at the Ambulatory Outpatient Medical Care and the Medical Case Management Standards of Care next month. If all goes as planned, they will present all (3) to the Planning Council in May for final approval.
7. In March, the committee discussed the Coordination of Data Provision on Outcomes to SPA for PSRA process - Tracy spoke to this in regards of the program monitoring standards and its outcomes and summarized what areas they are looking at. SPA will receive the data from QI regarding this and be able to use this in their PSRA process.
8. There are currently no items in the parking lot.
9. The next meeting will be held on Thursday, April 3, 2014, 2014 at the Burrough's Community Center from 12:00pm – 2:00pm.

c. MEMBERSHIP/FINANCE

Caesar Moffett gave the following report:

Here is a summary of our meeting that was on our February 6th and March 6th Meetings:

1. We reviewed minutes from January 9th and February 6th and they were approved by the committee.
2. We also reviewed the Planning Council Activity Timeline (PCAT) for both meetings. This tells us what activities the committee is responsible for completing each month. At this time, we are on target with the completion of our activities.
3. In February, The Planning Council Activity Timeline scope of work for grant year 2014 was reviewed. The following changes were made:
 - a. Review Expenditures by Service Category –this needs to be changed to the following: April, August, October and January. This is being given to SPA to put in their parking lot to address the Directive surrounding this topic.
 - b. Remove the task, 'Schedule Consumer Forum'.
4. In February and March, the committee analyzed the Planning Council membership for the Federal Reflectiveness Mandate which is defined by HRSA to make sure the demographics of the Planning Council membership matches the demographics of the PLWHA (People Living with HIV/AIDS) in our EMA (Eligible Metropolitan Area)
 - We are in need of a member who would represent Ryan White Part C and a member who would represent Ryan White Part D. Currently we have an application for a Planning Council Member who would represent these categories. This application has been approved to be moved to the Planning Council for final approval.
5. In February, we reviewed the Planning Council Feedback form that was filled out by Planning Council members at the January Planning Council meeting. Overall, the feedback was good. There were few 'written in' comments.



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6. In February and March, the committee reviewed attendance and all attendance was reported to be accurate.
7. When a person wants to become a member of Planning Council or renew their current position on Planning Council, there is an application that needs to be filled out. Planning Council staff (Jeff or Sara) has these forms available at every meeting in English and Spanish if you should know of someone who may be interested in joining the Planning Council. The applications are also available on the Planning Council's website www.ryanwhitecare.org. We discussed the (1) renewal application for Planning Council that is in need of final approval and will be brought to today's Planning Council meeting. We reviewed the (1) new application where the attendance requirement has been met. This application has been approved to be moved to the Planning Council for final approval. We also received (2) new Planning Council applications as well and it was decided that these applicants will be invited to begin the Planning Council Application Process. Each new applicant is required to attend (1) committee meeting and (1) Planning Council meeting.

i. **VOTE: At this time we will vote on both the renewal application and the new application.**

8. Grantee's Report

- Tom presented this report
- Scenarios have been evaluated due to the reduction of funding of approximately 5% regarding services.
- A new hire will be hired and come to Planning Council meetings the week of March 18th in order to fill Gail's position. He feels this applicant is very strong in the areas that are needed.
- The remainder of the award is expected by the end of March. If the award is not given by then, a 3 month contract will be created at that time in order to continue services. If the award is received by end of March, one contract for 12 months will be created.
- If there is any money from the grantee, the wish is to give money back into the care system.

9. Parking Lot Items:

- i. Examine 3 year Emergency Financial Assistance budgeted VS. spend trend – this was presented at the meeting:
 1. The committee asked that this reflect a (5) year trend and would like to request that data
 2. If it's possible, can the committee see where the EFA extra funds were allocated to?
 3. There is also a typo on 2011 Cost Per Client – it should be \$376.66
 4. Are there differences by regions regarding the reallocation of the EFA funds?
 5. Jeff will compile the requested changes at a later date. Some of these will be covered on the current end of year study that he is working on with the Grantee.
- ii. The Quarterly Financial reporting Directive needs to be sent to the SPA committee to address the issue of no July meeting – this has been moved to the SPA parking lot.



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- iii. The Planning Council Survey Results will come back to M/F after they are completely reviewed at next week's Planning Council meeting
 - iv. Survey previous Planning Council members and ask why they left
10. The next meeting of the Membership/Finance committee will be held on Thursday, April 3, 2014 at the Burrough's Community Center from 2:00pm-4:00pm.

11. New/Old Business

- **Planning Council Training**

This month's training was going to be to review the results of the Planning Council Membership Survey. It was decided that this would be discussed over the next (2) months at the Executive Committee meeting. Instead Jeff will explain the scenario that will take place in order to take a reduction in funding into consideration.

- **Membership/Finance Committee Discussion**

A discussion took place regarding the past attendance at the Membership/Finance Committee which has been very low. Since the meeting has been changed to the 2:00pm – 4:00pm time on the 2nd Thursday of each month which is the 3rd meeting of that day, this has been an issue. The function of the committee was discussed, specifically for Membership/Finance. Joanne asked if we could skip a standard of care (for example) and put the money back into services. Thomas shared that in the Norfolk TGA they rolled their Membership/Finance Committee into their Executive Committee and it worked. Roberta expressed that in the past there seemed to be a great deal of work within the committees and now the work seems to have lessened. Different scenarios to help with the reduction in funding were discussed regarding the work of committees, what other TGA's are doing and many others. This will be a continuing discussion. Caesar expressed his frustration with having to come to the M/F meeting and having the content of the meeting take ½ an hour.

- **Parking Lot Items**

There are no parking lot items

12. Upcoming Planning Council Meetings

- SPA –Thursday, April 3rd, 10:00am – 12:00pm
- QI –Thursday, April 3rd, 12:00pm – 2:00pm
- MF – Thursday, April 3rd, 2:00pm – 4:00pm
- Executive Committee – Friday, April 11th, 10:00am – 11:30am
- Planning Council- Friday, April 11th, 12:00pm – 2:00pm

13. Announcements

There were no announcements

Adjournment – 11:49am

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



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Attendance Record - 2014

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	A	WE	A							
2.	Ric Browne (Quality Improvement Co-Chair)	-	WE	-							
3.	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	WE	X							
4.	<i>Beverly Leach PC Co-Chair</i>	X	WE	X							
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	WE	X							
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	X							
7.	Alex Ortiz (Membership/Finance Co-Chair)	X	WE	A							
8.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	X							
	Ryan White Office	X	WE	X							
	Planning Council Staff	X	WE	X							
	% of Committee present:	71%	-	63%							

Guests: None