



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, June 13, 2014
Start Time: 10:20 am
End Time: 11:54 am
Location: The Burrough's Community Center
Presiding Chair: Brian Kuerze
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 9, 2013

(1.0) Moment of Silence

Brian called the meeting to order at 10:20 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Brian welcomed everyone.

(3.0) Co-Chair Announcements

- Brian will address all regional leads in attendance regarding identifying consumers in their region who may be interested in joining Planning Council.
- Brian will also remind members to fill out the Planning Council Meeting questionnaire; the number of returned surveys has been very low.

(4.0) Approval of May 9, 2014 Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Alex Ortiz.

For: (1) Montgomery

Against: None

Abstain: (3) Browne, Stewart, Kuerze

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following report:

1. We reviewed the minutes from the May 1, 2014 meeting and these were approved.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We reviewed the Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White. Billing Specialists and Entitlement Specialist from providers attended our meeting and helped to explain the different insurance scenarios that they've seen with clients. They also distributed a spreadsheet with the 'Husky Health Program' and reviewed this with the committee. It was requested that reports are run in CAREWare to help us get a better picture of the insurance coverage that clients in the EMA have and to also have Case Managers look at all of their clients and get this information as well. Staff was asked to come up with the actual questionnaire. A lengthy discussion took place regarding who we are going to survey, Part A and Part B clients, and



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what information we are going to ask for. It was decided that the leads will be asked today if it would be too cumbersome to survey every client. The leads were asked this question and all leads in attendance said they could get this data from their clients.

4. We discussed the topics for regional leads for the upcoming months. This month they will discuss a high level overview of the Affordable Care Act and its impact. In August they will be asked to come with a detailed report on their clients and the insurances that they have. Joanne suggested that we come up with topics for the regional leads in 3 month increments to help them prepare and we can even ask the leads what information they would like us to know as well. Today we will ask the regional leads what they would like to come and discuss during the August Planning Council meeting.

b. QUALITY IMPROVEMENT

Ric Browne gave the following report:

1. We reviewed minutes from May 1, 2014 and they were approved by the committee.
2. We also reviewed the Planning Council Activity Timeline (PCAT). 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. During Co-Chair Announcements, Ric discussed our need for another committee co-chair. Roberta explained this process and Raphael Muniz said he would be interested in this position. This was discussed and everyone thought that Raphael would make a good co-chair and this will be announced at the Planning Council.
4. Tracy presented on Review National HIV/AIDS Strategy ('NHAS') and New Haven-Fairfield Counties –Performance and focused primarily Early Intervention Services including identified, referred, linked to care, returned to care, retained in care and viral suppression.
5. Tracy also presented on the following: Establish Special Populations for Formula/Supplemental Grant Application. The following special populations were approved to be used in the grant application: African Americans, Aged/Mature, Young Adults, Hispanic/Latino, IDU and MSM. Tom would like to identify a program model in terms of service delivery regarding these different groups of people.

VOTE: To Accept the above special populations to use in the Formula/Supplemental Grant Application

6. There are currently no items in the parking lot.

c. MEMBERSHIP/FINANCE

Roberta Stewart gave the following report:

1. We reviewed minutes from May 1, 2014 and they were approved by the committee with changes.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We reviewed the Planning Council Feedback form from May's meeting. Feedback was good.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. There are a couple of areas where we need to focus on. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 18%. There were strategies discussed to help with this.



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5. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.
6. 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 reviewed the (2) new applications 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 (1) new Planning Council applications as well and it was decided that this applicant 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.
 - a. VOTE:
 - i. We will now vote on the (2) new applications that has been approved by the Membership/Finance committee for Mark Sanchez and Sabrina Delgado. Since this has come from committee, it does not require a second motion.
7. Thomas presented a summary of the Assessment of the Administrative Mechanism and the questions that are in place to carry out this process. These questions were approved by this committee without changes.
8. Current Parking Lot Items
 - a. Examine 3 year Emergency Financial Assistance budgeted VS. spend trend
 - The committee asked that this reflect a (5) year trend and would like to request that data
 - If it's possible, can the committee see where the EFA extra funds were allocated to?
 - There is also a typo on 2011 Cost Per Client – it should be \$376.66
 - Are there differences by regions regarding the reallocation of the EFA funds?
 - 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.
 - b. The Planning Council Survey Results will come back to M/F after they are completely reviewed at the Executive Committee meetings over the next 2 months.
 - c. Survey previous Planning Council members and ask why they left

6. Grantee's Report

Tom Butcher, Grantee presented this report

- The rest of the award was received and it was a total of 5.7 million which was a total reduction of 5% as was projected.
- These amounts have been e-mailed out throughout the region along with award letters.
- Subcontractors have also been sent their contracts as well
- These will be due back on July 21st with the draw down documents as well.
- Contract Template has been completed and given to the attorney for review.
- Contractors were all able to do one 12 month contract now, that's much easier.
- Conditions of Award are currently being worked on in the Grantee's Office.
- A progress report will be due by the end of July by Staff for the Grantee.
- Site visits will begin with chart audits in early July.



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9. New/Old Business

- **Planning Council Training**

This month's training will be presented by Jeff. He will give an overview of the PSRA process for all Planning Council Members. He will also review our special SPA meeting to focus on the PSRA process.

- **Future Planning Council Trainings**

- a. For August - Jeff will brief everyone on the process for FY 2015 PSRA that will be decided at the SPA meeting in August.

- **Review Planning Council Agenda**

The planning council agenda was reviewed and it was determined that it was fine.

- **Planning Council Survey Themes**

Jeff presented the current themes that have come out of the Planning Council Survey and Roberta lead a discussion regarding these themes. Discussion took place regarding the various themes:

- Location-leave it where it is/feel at this time it won't make a difference at this time, data based on PC members who have left Council
- New member planning council training and open discussion/questions happening quarterly/set date/structure at next M/F meeting (August 7th)/new member orientation/information sessions in each region
- Time spent at (3) meetings--combine M/F to SPA and QI (membership to QI and Finance to SPA)
- Meeting time and day and how many meetings
- People feeling as though they are not making a difference, processes are happening too quickly.

- **Parking Lot Items**

There are no parking lot items

10. Upcoming Planning Council Meetings

- SPA –Thursday, August 7th, 10:00am – 12:00pm
- QI –Thursday, August 7th, 12:00pm – 2:00pm
- MF – Thursday, August 7th, 2:00pm – 4:00pm
- Executive Committee – Friday, August 15th, 10:00am – 11:30am
- Planning Council- Friday, August 15th, 12:00pm – 2:00pm

11. Announcements

There were no announcements

Adjournment – 11:54am

Attendance Record - 2014

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



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	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne (Quality Improvement Co-Chair)	-	WE	-	A	X	X				
2.	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	WE	X	A	X	A				
3.	<i>Brian Kuerze PC Co-Chair</i>	-	-	-	-	X	X				
4.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	X	X	X	X				
5.	Alex Ortiz (Membership/Finance Co-Chair)	X	WE	A	X	X	A				
6.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	X	X	X	X				
	Ryan White Office	X	WE	X	X	X	X				
	Planning Council Staff	X	WE	X	X	X	X				
	% of Committee present:	71%	-	63%	67%	100%	67%				