



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 13, 2014
Start Time: 12:09pm
End Time: 1:31 pm
Location: The Burrough's Community Center
Presiding Chair: Brian Kuerze
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 9, 2014 meeting minutes

(1.0) Moment of Silence

Brian Kuerze called the meeting to order at 12:09p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

Brian welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

- Brian addressed all regional leads in attendance regarding identifying consumers in their region who may be interested in joining Planning Council.
- Brian also reminded attendees to fill out the Planning Council Meeting questionnaire; the number of returned surveys has been very low.
- Raphael Muniz is the new co-chair of the Quality Improvement Committee
- Attendance at committee meetings was addressed and the importance of attendance in order to get the work of the committee done.

(3.0) Parking Lot Issues

There are none

(4.0) Community Input

- A guest brought up the reduction in housing funding in this EMA. The funding was reduced by 20%. He explained the details of how the reduction in this funding affected his clients. Housing is a large priority and it took a large reduction. Another guest repeated this feeling and expressed feelings on how important housing is to keep client in care.

(5.0) Approval of May 9, 2014 Meeting Minutes

A motion to approve the minutes was made by Bob Sideleau and seconded by Joanne Montgomery.

For: (8) Geter, Mitchell, Muniz, Sideleau, Garofalo, Stewart, Montgomery, Browne

Against: (0)

Abstain: (2) Kuerze, Sharma



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(6.0) 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 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 reviewed the framework for PSRA. Jeff presented the unduplicated client count for the entire EMA for each service category. It was requested that we get this same information broken out by region and Arvil said he can do that using CAREWare. This information will be used in August when we look at resource allocation.
5. We discussed the topics for regional leads for the upcoming months. This month they will discuss a high level overview of the Affordable Care and its impact. The leads in attendance were asked what they would like to discuss at future meetings:
 - a. Summary of local consortium meeting discussions
 - b. Loss of funding sources and the impact on the people who they are serving
 - c. Barriers to Care, Healthcare Insurance Premium co-pay system
 - d. Core HAB measures regarding frequency
 - e. Chris Cole requested that they receive the topic for discussion earlier.
 - f. Anything happening in a region that may be unique to that region.

b. QUALITY IMPROVEMENT

Ric Browne gave the following report:

1. We reviewed minutes from June 5, 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.



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

A motion was made by Brian Kuerze to accept the following special populations to be used in the Formula/Supplemental Grant application: African Americans, Aged/Mature, Young Adults, Hispanic/Latino, IDU and MSM.

For: (10) Geter, Mitchell, Muniz, Sideleau, Garofalo, Stewart, Montgomery, Sharma, Tierney, Kidder

Against: (0)

Abstain: (2) Kuerze, Browne

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.
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.

A motion was made by Roberta Stewart to accept the new planning member application for Mark Sanchez.



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For: (11) Geter, Mitchell, Muniz, Sideleau, Garofalo, Stewart, Montgomery, Sharma, Tierney, Browne, Kidder

Against: (0)

Abstain: (1) Kuerze

A motion was made by Roberta Stewart to accept the new planning member applications for Sabrina Delgado

For: (10) Geter, Mitchell, Muniz, Sideleau, Garofalo, Stewart, Montgomery, Sharma, Tierney, Kidder

Against: (0)

Abstain: (2) Kuerze, Browne

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

(7.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following 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.

(8.0) New/Old Business

• **Planning Council Training**

Jeff presented an overview of the PSRA process for the New Haven/Fairfield Counties EMA. He explained how the datasets are used to determine priorities and how that information is linked to the comprehensive plan and how a recommendation is made. He also explained how the



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unduplicated client counts are used with the (4) resource allocation component to come up with the outcome.

(9.0) Regional Updates

- Region I (New Haven): Chris Cole
- Region II (Waterbury): Nadine Repinecz
- Region III (Bridgeport): Tom Goldring
- Region IV (Stamford/Norwalk): Lauren Tierney
- Region V (Danbury): Roberta Stewart

These region leads gave a high level overview of the impact of the Affordable Care Act within their region as it affects their clients.

(10.0) Community Input

- New Reach, Inc. used to be New Haven Home Recovery and Cara told attendees what they are about and how the service clients. Homelessness has been reduced by 51% in her organization. Their website is newreach.org.
- Waterbury Health Department and Grace Baptist Church is having an AIDS walk on 6/21

(11.0) Announcements

- Optimus is having a fundraising tag sale from 10:00am – 1:00pm on 6/28.
- RNP was approved to move forward with additional beds in detox and will increase their bed count to 27.
- RNP has (3) positions. They are an open recovery coach and counselors.
- A Co-Chair is needed for our M/F committee.

(12.0) Planning Council Feedback

- Brian asked all participants to complete the Planning Council Feedback forms and return them to Sara

(12.0) Adjournment - The meeting adjourned at 1:31pm

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

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Attendance Record – 2014

| | Council Member | Jan | Feb | Mar | April | May | June | Aug | Sep | Oct | Nov |
|-----|---|-----|-----|-----|-------|-----|------|-----|-----|-----|-----|
| 1. | Ric Browne Co-Chair (QI) | X | WE | - | A | X | X | | | | |
| 2. | Heather Garofalo | X | WE | X | A | X | X | | | | |
| 3. | Heidi Jenkins Co-Chair (SPA) | X | WE | X | A | X | A | | | | |
| 4. | Jerod Geter | - | - | - | - | - | X | | | | |
| 5. | Tom Kidder | X | WE | X | X | A | X | | | | |
| 6. | Brian Kuerze PC Co-Chair | X | WE | X | X | X | X | | | | |
| 7. | Ronald Lee | X | WE | X | X | A | A | | | | |
| 8. | Sylvia Mitchell | - | - | - | - | X | X | | | | |
| 9. | Joanne Montgomery Co-Chair (SPA) | A | WE | X | X | X | X | | | | |
| 10. | Raphael Muniz | - | - | - | X | X | X | | | | |
| 11. | Alex Ortiz Co-Chair (MF) | X | WE | A | X | X | A | | | | |
| 12. | Christine Romanik | X | WE | A | X | X | A | | | | |
| 13. | Poonam Sharma | A | WE | X | A | A | X | | | | |
| 14. | Robert Sideleau | X | WE | X | X | X | X | | | | |
| 15. | Roberta Stewart PC Co-Chair | X | WE | X | X | X | X | | | | |
| 16. | Lauren Tierney | A | WE | X | X | X | X | | | | |
| 17. | Dennis Torres | X | WE | X | X | X | A | | | | |
| 18. | Ryan White Office | X | WE | X | X | X | X | | | | |
| 19. | Planning Council Staff | X | WE | X | X | X | X | | | | |
| 20. | % of Council present: | 82% | - | 81% | 75% | 81% | 71% | | | | |

Guests: Inthiany Ardila, Laura Viera, Sabrina Delgado, Mark Sanchez, Nadine Repinecz, Jocelyn Torres, Gloria Batista, Cam Crosby, Kara Capone, Chris Cole, Tom Goldring, Jose Aquino