

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



*Roberta Stewart & Brian Kuerze, Co-Chairs*

---

## Executive Committee Meeting Minutes

**Meeting Date:** Friday, September 12, 2014  
**Start Time:** 10:15 am  
**End Time:** 11:34 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

---

### Summary of Committee Business Votes

- Approval of Minutes from the August 15, 2013

#### (1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone.

#### (3.0) Co-Chair Announcements

There were no announcements

#### (4.0) Approval of August 15, 2014 Minutes

- We were unable to approve these minutes due to lack of quorum.

#### (5.0) Planning Council Committee Reports

##### a. STRATEGIC PLANNING & ASSESSMENT

Heidi Jenkins gave the following report:

Here is a summary of our meeting that was held last Thursday on September 4<sup>th</sup>:

1. We reviewed the minutes from the August 7, 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. The insurance survey results from the EMA were discussed and their accuracy was talked about. It was determined that this survey will be given again 90 days after the next open enrollment period ends.
4. Joanne summarized the special Planning Council PSRA meeting that was held on August 26, 2014. The PSRA process for FY2015 was presented along with the percentages that were approved. All planning council members should receive this document via e-mail.
5. Discuss topics for region leads for planning council meeting – The topic for October's Planning Council meeting will be how they are ensuring 'eligibility' is getting done and how is it working in their region. What are the strengths and weaknesses they've found?
6. We have a new parking lot item:
  - For the PSRA Process: Please use datasets that ask the same questions. It's difficult to use data that asks different questions and weigh it appropriately. (During this there was a discussion regarding funding that allows us to conduct more current surveys throughout the region). Also,



*Roberta Stewart & Brian Kuerze, Co-Chairs*

---

please present program Income information regarding reimbursement for services by region. Also, redo the insurance survey 90 days after the open enrollment period ends.

- PSRA Framework: Include data requests for PSRA, ACA, accurate CAREWare numbers, Standards of Care, Standards of Care: SNAP application required, regional service category details, EIS detailed data, and eligibility specialists. This will be resolved when we discuss PSRA in August. This will be added as a new agenda item each month therefore this is now closed.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 2, 2014 from 10:00am – 12:00pm at the Burrough's Community Center.

#### **b. QUALITY IMPROVEMENT**

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held last Thursday, September 4, 2014:

1. We reviewed minutes from August 7, 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. Tracy Kulik presented information on Early Intervention Services Continuum. The presentation included the following: identify, inform, refer, link, and viral suppress. The 5 main stages of the HIV Care Continuum were also discussed: diagnosed, link to care, retained in care, prescribed antiretroviral therapy (ART), and virally suppressed. Also, the treatment cascade was presented which links each stage to a goal, outcome and service categories where that information can be found. This was all part of the Agency Specific Plan-Do-Study-Act (PDSA) Initiatives. Tracy asked the attendees to bring their questions or e-mail them to her regarding site visit results.
4. There are currently no items in the parking lot.
5. The next meeting will be held on Thursday, October 2, 2014 at the Burrough's Community Center from 12:00pm – 2:00pm.

#### **c. MEMBERSHIP/FINANCE**

Alex Ortiz gave the following report:

Here is a summary of our meeting that was held last Thursday on September 4, 2014:

1. We reviewed minutes from August 7, 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. All activities are right on target.
3. The Planning Council feedback form was reviewed from (2) meetings, the regular Planning Council Meeting held on August 15<sup>th</sup> and the special PSRA Planning Council meeting held on August 26<sup>th</sup> and all feedback was very favorable.
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 11%. We are in need of individuals who will help increase this number.
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

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



*Roberta Stewart & Brian Kuerze, Co-Chairs*

---

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](http://www.ryanwhitecare.org). We received (2) new Planning Council applications 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.

7. Thomas Schucker reported on behalf of Tom Butcher on Financial and Administrative updates and will talk about this in detail later on in our agenda.
8. We discussed the need for a new co-chair and Jerod Geter was suggested. Alex will reach out to him to see if he is interested in considering this position. If not, Tom Kidder said he would consider it.
9. The next meeting of the Membership/Finance committee will be held on Thursday, October 2, 2014 at the Burrough's Community Center from 2:00pm-4:00pm.

## **(5.0) Grantee's Report**

The Ryan White office was not in attendance for this report.

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

- **Planning Council Training**

Heidi Jenkins presented a summary of the special Planning Council PSRA meeting that took place on August 26, 2014. She went over the 2015 Priority Setting Process and the 2015 Resource Allocation Process. Roberta and Jeff worked with Heidi on her presentation of this for the Planning Council meeting. This training will happen within the Strategic Planning and Assessment committee report.

- **Future Planning Council Trainings**

For October - Jeff will give a presentation on the process of Directives

For November – We'll ask Healthy CT to attend and give training and ask Lauren Tierney to give a CIPA training as well.

- **Review Planning Council Agenda**

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

- **Planning Council Survey**

A discussion continued how to move the M/F committee meeting to Friday and what time would be best. The schedule suggested was:

9:30am – 10:30am Executive Committee

10:30am – 11:30am Membership/Finance Committee

12:00pm – 2:00pm Planning Council Meeting

It was decided that this would be a schedule change starting in October.

There was also a discussion regarding M/F co-chairs as well but there have been no decisions made as of yet.

- **Parking Lot Items**

There are no parking lot items



**10. Upcoming Planning Council Meetings**

- SPA –Thursday, October 2<sup>nd</sup>, 10:00am – 12:00pm
- QI –Thursday, October 2<sup>nd</sup>, 12:00pm – 2:00pm
- MF – Friday, October 10<sup>th</sup>, 10:30am – 11:30am
- Executive Committee – Friday, October 10<sup>th</sup>, 9:30am – 10:30am
- Planning Council- Friday, October 10<sup>th</sup>, 12:00pm – 2:00pm

**11. Announcements**

There were no announcements

**Adjournment – 11:30am**

**Attendance Record - 2014**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Ric Browne (Quality Improvement Co-Chair)	-	WE	-	A	X	X	X	A		
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	WE	X	A	X	A	X	X		
3	<i>Brian Kuerze PC Co-Chair</i>	-	-	-	-	X	X	A	A		
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	X	X	X	X	X	A		
5	Raphael Muniz	-	-	-	-	-	-	X	A		
6	Alex Ortiz (Membership/Finance Co-Chair)	X	WE	A	X	X	A	X	X		
7	<i>Roberta Stewart PC Co-Chair</i>	X	WE	X	X	X	X	A	X		
	Ryan White Office	X	WE	X	X	X	X	X	A		
	Planning Council Staff	X	WE	X	X	X	X	X	X		
	% of Committee present:	71%	-	63%	67%	100%	67%	71%	50%		

Guests: Jamel Farmer