

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

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## Executive Committee Meeting Minutes

**Meeting Date:** Friday, November 14, 2014  
**Start Time:** 9:33 am  
**End Time:** 10:26 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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### Summary of Committee Business Votes

- Approval of Minutes from the October 10, 2014

#### (1.0) Moment of Silence

Roberta called the meeting to order at 9:35 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

- We will discuss the Membership/Finance Co-Chair position for Jerod Geter to take that position.
- The Project Officer call was discussed and the details will follow.

#### (4.0) Approval of October 10, 2014 Minutes

A motion to approve the minutes from Friday, October 10, 2014 was made by Joanne Montgomery and seconded by Alex Ortiz.

**For: (4)** Ortiz, Jenkins, Muniz

**Against:** None

**Abstain: (2)** Montgomery, Stewart

### (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 November 6, 2014.

1. We reviewed the minutes from the October 2, 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. Jeff gave a presentation titled: HIV/AIDS in the Post-Continuum ERA: Federal and State Priorities. He reviewed the information regarding Connecticut and New York State.
4. We reviewed the Directives for FY2015 and it was decided to keep these the same as FY2014. A vote was taken and the committee approved this.

**VOTE** – I would like to make a motion to accept the FY2015 Directives without any changes from FY2014



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5. We also talked about conducting a new study. The grantee has allocated \$20,000 to conduct this study and it was determined that that the committee would like to see the EMA's treatment cascade by region and population as best we can and use this information for next years PSRA process.
6. It was decided that there would be no topic for Regional Leads for January's meeting.
7. We have a 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, please present program Income information regarding reimbursement for services by region. Also, redo the insurance survey 90 days after the open enrollment period ends.

**b. QUALITY IMPROVEMENT**

Raphael Muniz gave the following report:

Here is a summary of our meeting that was held last Thursday, November 6, 2014:

1. We reviewed minutes from October 2, 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. Casey Hoffman presented information on the HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures and determine "new" measures. This included the methodology for 2014 Site Visits the outcomes of the review of 2013 Charts. Things such as the details about how long it takes a client to enter care and their pathway were analyzed by population and Standard of Care Compliance was also presented in terms of a trend line of core funded services from 2005-2013.
4. There are currently no items in the parking lot.
5. The next meeting will be held on Thursday, January 8, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

**(5.0) Grantee's Report**

Tom Butcher, the grantee presented on this.

- All site visit reports are out and ready for review from all regions. This will be happening until Thanksgiving. Once reports are final, we can present this as a training in the future at a Planning Council meeting.

**(6.0) New/Old Business**

- **Planning Council Training**

Lauren Tierney will give a presentation on CIPA, Connecticut Insurance Premium Assistance.

- **Future Planning Council Trainings**

- a) For January – Heidi will give training on the data collected from DPH on the treatment cascade by region. This will also be summarized at the QI meeting.
- b) For February the QI Site Visit Reports will be presented once they are final
- c) For March – Topics to be decided.

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- **Review Planning Council Agenda**

The planning council agenda was reviewed and it was determined that it was fine. There were concerns voiced regarding the timing of the M/F Committee meeting and the Planning Council meeting where final approvals need to be addressed.

- **Parking Lot Items**

There are no parking lot items. A request was made to all committees to have them resolve all parking lot items or to review their items and create a plan of action to remedy the item.

- **Upcoming Planning Council Meetings**

- SPA –Thursday, January 8<sup>th</sup>, 10:00am – 12:00pm
- QI –Thursday, January 8<sup>th</sup>, 12:00pm – 2:00pm
- MF – Friday, January 8<sup>th</sup>, 10:30am – 11:30am
- Executive Committee – Friday, January 16<sup>th</sup>, 9:30am – 10:30am
- Planning Council- Friday, January 16<sup>th</sup>, 12:00pm – 2:00pm

- **Announcements**

Jerod Geter is has been announced as the new Co-Chair of the M/F Committee

- **Adjournment – 10:26 am**

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**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	X	A
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	WE	X	A	X	A	X	X	X	X
3	<i>Brian Kuerze PC Co-Chair</i>	-	-	-	-	X	X	A	A	X	X
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	X	X	X	X	X	A	A	X
5	Raphael Muniz	-	-	-	-	-	-	X	A	X	X
6	Alex Ortiz (Membership/Finance Co-Chair)	X	WE	A	X	X	A	X	X	X	X
7	<i>Roberta Stewart PC Co-Chair</i>	X	WE	X	X	X	X	A	X	X	X
	Ryan White Office	X	WE	X	X	X	X	X	A	X	X
	Planning Council Staff	X	WE	X	X	X	X	X	X	X	X
	% of Committee present:	71%	-	63%	67%	100%	67%	71%	50%	86%	86%

Guests: Jackie Robertson, Kenneth McLellan, Patricia Ducatel