



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, January 16, 2015
Start Time: 9:35 am
End Time: 10:20am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 14, 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

There were none

(4.0) Approval of November 14, 2014 Minutes

A motion to approve the minutes from Friday, November 14, 2014 was made by Joanne Montgomery and seconded by Raphael Muniz

For: (5)Jenkins, Ortiz, Montgomery, Muniz, McLellan

Against: None

Abstain: (2) Stewart, Browne

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held last Thursday on January 8th, 2015

1. We reviewed the minutes from the November 6, 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. We reviewed the tasks on the PCAT for FY2015 and made some adjustments. I have a detailed copy of these if any of you would like to see them.
3. We reviewed the 2014 By-Laws and discussed any updates that needed to be made. There was 1 minor change made in section 6.1d #3 which details the SPA committee responsibilities. It now reads: Conduct annual needs assessments/studies to determine health care needs of people living with HIV/AIDS in the EMA.
4. We discussed the new study that Jeff is working on in collaboration with Tom Butcher and Arvil regarding the treatment cascade. Jeff showed us the National data with regards to the treatment cascade.



Roberta Stewart & Brian Kuerze, Co-Chairs

5. 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 on February 15, 2015. This data will be presented at the May SPA meeting.
 - A Circle of Care new model will be created and addressed in the annual PSRA process.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, February 5, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

Ric Browne gave the following report:

Here is a summary of our meeting that was held last Thursday, January 8, 2015:

1. We reviewed minutes from November 6, 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. We also reviewed the tasks assigned to this committee and made updates. I have a detailed description of the changes made if you would like to see one.
3. Tracy Kulik presented information on the HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures and determine "new" measures. The National HIV/AIDS Compliance was presented for the years 2011-2014. This included goals, baseline and target/source and there was great detail presented on the CORE HAB measures outcomes
4. We also looked at the Annual Quality Improvement Plan and Tracy presented 3 recommended objectives that would address EIS, screening compliance and measured gaps in HIV medical visits.
5. There are currently no items in the parking lot.
6. The next meeting will be held on Thursday, February 6, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

(5.0) Grantee's Report

Tom Butcher, the grantee presented on this.

- The quarterly expenditure report for the M/F committee has been done and will be reviewed at this month's meeting.
- Site visit reports have been completed.
- The QM contract is out for bid currently.
- Site visits may be done earlier this upcoming year and other changes may be made as well.

(6.0) New/Old Business

- **Planning Council Training**

Heidi Jenkins will give a presentation on the Treatment Cascade from data collected by the DPH, EHARs database broken out by region.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

- **Future Planning Council Trainings**
 - a) February - There will be a presentation of Roles and Responsibilities of the Planning Council.
 - b) March – Review of all services that Ryan White offers and the details of this.
 - c) April – Presentation on QI Site visits findings

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

There are no parking lot items.

- **Upcoming Planning Council Meetings**
 - SPA –Thursday, February 5th , 10:00am – 12:00pm
 - QI –Thursday, February 5th , 12:00pm – 2:00pm
 - MF – Friday February 13th , 10:30am – 11:30am
 - Executive Committee – Friday, February 13th , 9:30am – 10:30am
 - Planning Council- Friday, February 13th , 12:00pm – 2:00pm

- **Announcements**
 - Tom Butcher mentioned that a meeting with the new mayor needs to happen in March, details to follow.
 - RNP’s methadone program is growing rapidly and they are also taking over the needle exchange program in partnership with GBAPP. Last year there were 55,000 syringes given out.
 - The Young Adult program at RNP will be moving to their Bond Street address.

- **Adjournment** – 10:22 am

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

Attendance Record - 2014

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Ric Browne (Quality Improvement Co-Chair)	X									
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X									
3	Jerod Geter (Membership/Finance Co-Chair)	X									
4	<i>Brian Kuerze PC Co-Chair</i>	A									
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X									
6	Raphael Muniz	X									
7	Alex Ortiz (Membership/Finance Co-Chair)	X									
8	<i>Roberta Stewart PC Co-Chair</i>	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Committee present:	88%									

Guests: Daphne McLellan, Patricia Ducatel, Tyrone Robinson
 Planning Council Guests: Kenneth McLellan