



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, April 10, 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 March 13, 2015

(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 is a request to change the May Planning Council Meeting to May 8th instead of May 15th. It was decided that this would be discussed during the Planning Council meeting and a decision will be made at that time.

(4.0) Approval of March 13, 2015 Minutes

A motion to approve the minutes from Friday, March 13, 2015 was made by Joanne Montgomery and seconded by Brian Kuerze

For: (3) Jenkins, Montgomery, Kuerze

Against: None

Abstain: (2) Stewart, Muniz

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Here is a summary of our meeting that was held last Thursday on April 2, 2015

1. We reviewed the minutes from the January 8, 2015 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. Jeff presented the original MCM Health Insurance Coverage Survey that was used in June – July for Medical Case Managers to evaluate their clients and their insurance status. Each question was reviewed. Changes were made and all Planning Council Members received the updated survey.
4. Discuss PSRA: Jeff presented the previously used datasets and explained the process. Many concerns were heard and questions were asked. Staff was asked to design a survey (SNAP) that includes questions where the results can be used as a dataset in this upcoming PSRA process year. Staff will be calling consumers in the region during the month of May and conduct the survey. It was decided that we would keep the 'Red Ribbon Exercise' dataset. We will also keep the older



Roberta Stewart & Brian Kuerze, Co-Chairs

data sets and give them a lower ranking score except that we will not use the 'In Care' dataset and will use the results from this survey instead. We will also not use the 'Consumer Forum' data set. Also, an adhoc committee was established to work on PSRA and parameters will be set up to establish goals and will meet from 8:30am – 10:00am before the SPA meeting monthly until September.

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.
 - Discuss funding that allows us to conduct more current surveys throughout the region.
 - Please present program Income information regarding reimbursement for services by region. Also, redo the insurance survey 90 days after the open enrollment period ends.
 - 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, May 7, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

Here is a summary of our meeting that was held last Thursday, April 2, 2015:

1. We reviewed minutes from January 8, 2015 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. Rhonda Stewart and Tom Butcher presented information on the HIV Care Continuum. The presentation included Linkage Indicators by Service Category, The Assessment Tool Guide, and The Services Necessary by Stage.
4. Tom Butcher addressed the Specific Plan-Do-Study-Act ('PDSA') initiatives and review results topic. He will reach out to all of the regional leads and find out what they are doing if anything regarding 'sexually transmitted infection screening'. This received the lowest percentage results on the site visit reports from last year.
5. Tom Butcher also reported on the upcoming QM site visits. They will begin in the middle of April and run through the end of May. The Chart Audit Data from these visits will be available to use for the PSRA process this year.
6. There is one parking lot item:
 - Present the regional PDSA on Syphilis and the baseline from the previous year based on the QM site visit report. In December we will present the results of the PDSA from the EMA.
7. The next meeting will be held on Thursday, May 7, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

(6.0) Grantee's Report

Tom Butcher, the grantee presented on this.

- The expenditures by service category will be presented at the M/F committee meeting.
- Contract execution paperwork throughout the region is due today and Lakeisha is working with Tom on this.
- Contracts are moving forward.



Roberta Stewart & Brian Kuerze, Co-Chairs

- The remainder of the award should be in by the end of May.

(7.0) New/Old Business

- **Move the Planning Council in May to May 8th instead of the May 15th.**
This was discussed and the decision was made to ask attendees at the Planning Council meeting and see what they would like to do. The decision will be made at Planning Council.
- **Planning Council Guest Attendance**
There was a discussion with regions concerning excess attendance from providers at the Planning Council meeting and concerns were heard regarding this.
- **Open Co-Chair Positions**
Christine Romanik has offered to be a co-chair of the QI Committee and Raphael Muniz has offered to move to M/F as a co-chair. In summary, Christine will be the co-chair of the QI committee with Ric and Raphael will be the co-chair of the M/F committee with Alex.
- **Planning Council Training**
Jeff will be giving a presentation on the HIV Care Continuum (Treatment Cascade)
- **Future Planning Council Trainings**
 - i. May – Joanne and Heidi will present Priority Settings and Resource Allocation Process
 - ii. June – Present SNAP Survey Results
- **Review Planning Council Agenda**
The planning council agenda was reviewed and it was determined that it was fine.
- **Parking Lot Items**
 1. Planning Council guest policy to be determined.
- **Upcoming Planning Council Meetings**
 - SPA –Thursday, May 7th, 10:00am – 12:00pm
 - QI –Thursday, May 7th, 12:00pm – 2:00pm
 - MF – Friday, May 8th or May 15th, 10:30am – 11:30am
 - Executive Committee – Friday, May 8th or May 15th, 9:30am – 10:30am
 - Planning Council- Friday, May 8th or May 15th, 12:00pm – 2:00pm
- **Announcements**
There were none
- **Adjournment** – 10:27 am

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

Attendance Record - 2015

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Ric Browne (Quality Improvement Co-Chair)	X	X	A	A						
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X						
3	<i>Brian Kuerze PC Co-Chair</i>	A	A	X	X						
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X						
5	Raphael Muniz (Membership/Finance Co-Chair)	X	X	A	X						
6	Alex Ortiz (Membership/Finance Co-Chair)	X	X	A	A						
7	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Committee present:	88%	63%	38%	71%						