



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, April 10, 2015
Start Time: 12:09 pm
End Time: 1:20 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from March 13, 2015 meeting minutes

(1.0) Moment of Silence

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

(1.0) Welcome and Introduction

Roberta 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

- Roberta asked that all attendees fill out the feedback forms.
- Raphael Muniz will be the new co-chair of the M/F committee with Alex and Christine Romanik will be the new co-chair of the QI committee with Ric.
- Roberta asked the Planning Council attendees about changing the date of May's Planning Council meeting from May 15th to May 8th. The result was to change the Planning Council to May 8th.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of March 13, 2015 Meeting Minutes

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

For: (8) Kuerze, Jenkins, Montgomery, Tierney, Torres, Cole, Sanchez, Rivera

Against: (0)

Abstain: (4) Stewart, Robinson, Muniz, Sideleau

(6.0) 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.



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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 that includes questions where the results can be used as a dataset in this upcoming PSRA process year. It was decided that we would keep the 'Red Ribbon Exercise' dataset. We will also keep the older 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.
 - A lengthy conversation took place regarding the SNAP survey that staff is going to conduct. It was decided that staff will call the consumers on behalf of the agencies and conduct the survey.
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.
 - 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.



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c. MEMBERSHIP/FINANCE

Roberta Stewart gave this report:

Here is a summary of our meeting that was just held today on April 10, 2015

1. We reviewed minutes from March 13, 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. All activities are right on target.
3. The Planning Council feedback form was reviewed from the Planning Council Meeting held on March 13, 2015.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 32%.
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 currently have no new applications.
7. The following parking lot items were discussed.
 1. Survey previous Planning Council members and ask why they left – this was discussed and it was recommended that moving forward, we have a 3 – 5 questionnaire that we ask them to complete over the phone. The committee was presented with a survey that was created by Staff. Staff will call members who have left and conduct this survey over the phone preferably and by e-mail if necessary.
 - Recommendations for the survey – remove question #2.
 - We will continue to discuss this next month
 2. Transportation Policy – there was one included in the packet that the committee reviewed. This will be attached to the updated planning council application.
 3. There will be a new updated planning council application that will include the time frame of 90 days for an application in process, the transportation policy and we will also discuss the transmission mode.
8. Open Parking Lot Items:
 - Refresh/Redesign the PC feedback form in the New Year
9. Tom Butcher reported on Financial and Administrative updates and will talk about this in detail later on in our agenda.
10. The next meeting of the Membership/Finance committee will be held on Friday, May 8, 2015 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Report

Tom Butcher, the grantee presented on this.

- The expenditure by Service Category report was presented. For fiscal year 2014, 98.98% of the total award was spent. The carryover total is \$17,938.00
- A request was made to see the original budget vs. revised budget next to each other.



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- Contract execution paper throughout the region is due today and Lakeisha is working with Tom on this.
- Contracts are moving forward.
- The remainder of the award should be in by the end of May.
- Tom also explained the difference between the formula and supplemental award.

(8.0) New/Old Business

• **Planning Council Training**

Jeff Daniel presented on the EMA's Treatment Cascade. This included:

- a. a definition of the Treatment Cascade
- b. Treatment Cascade data from CAREWare Data, National Data and State Data
- c. This data was broken out by region and special populations.
- d. Transmission mode by gender
- e. The data presented is important to show that people in treatment are healthier than people who are not.

(9.0) Regional Updates

- There were no regional updates at this time.

(10.0) Community Input

- There was none

(11.0) Announcements

- May 9th there will be a Mother's Day and Daughter's Day Brunch sponsored by GBAPP. There will be flyers at the next Planning council meeting.
- Cam Crosby will not be able to attend any more Planning Council meetings due to changes in management.
- Life Bridge Community Services will be having a Life Insurance Agent speaker on April 27th at 3:30pm
- Greater Waterbury Aids Consortium will be held on 4/23 and will continue to be the 4th Friday of every month.

(12.0) Planning Council Feedback

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

Adjournment - The meeting adjourned at 1:50pm

Upcoming Planning Council Meetings –

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

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Attendance Record – 2015

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne Co-Chair (QI)	X	X	A	A						
2.	Chris Cole	X	A	X	X						
3.	Sabrina Delgado	X	A	A	A						
4.	Patricia Ducatel	-	X	X	A						
5.	Heather Garofalo	X	A	A	A						
6.	Heidi Jenkins Co-Chair (SPA)	X	A	X	X						
7.	Tom Kidder	X	X	X	X						
8.	Brian Kuerze PC Co-Chair	A	A	X	X						
9.	Kenneth McLellan	X	X	X	A						
10.	Joanne Montgomery Co-Chair (SPA)	X	X	X	X						
11.	Raphael Muniz Co-Chair (QI)	X	X	A	X						
12.	Alex Ortiz Co-Chair (MF)	X	X	A	A						
13.	Johny Rivera	-	-	-	X						
14.	Jackie Robertson	A	A	A	X						
15.	Christine Romanik	X	A	X	A						
16.	Mark Sanchez	X	X	X	X						
17.	Robert Sideleau	A	A	A	X						
18.	Roberta Stewart PC Co-Chair	X	X	A	X						
19.	Charlotte Teel	A	X	A	A						
20.	Ken Teel	-	-	-	A						
21.	Lauren Tierney	X	X	X	X						
22.	Dennis Torres	A	X	X	X						
23.	Ryan White Office	X	X	X	X						
24.	Planning Council Staff	X	X	X	X						
25.	% of Council present:	80%	58%	52%	59%						

Guests: Jose Aquino, Inthiany Ardila, Katisha Hall, Kerri McDermott, Cam Crosby, Yamesah Smith, Jesse Bland, Laura Viera