

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, May 8, 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 April 10, 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

- The PO Call this month was very successful and Sera Morgan is very happy with the work of the Planning Council.

(4.0) Approval of April 10, 2015 Minutes

We did not have quorum at this meeting so the minutes from April 10, 2015 will be voted on in June.

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Here is a summary of our meeting that was held yesterday May 7, 2015

1. We reviewed the minutes from the April 2, 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. Adhoc Committee Update: The mission of the Adhoc Committee is to Improve the FY2017 PSRA process for the Planning Council.
 - The Adhoc committee has made a recommendation to take the Needs Assessment back from the state and do one our own throughout the EMA for FY 2017 PSRA.
 - A request was made for the all regions Ryan White Services Report from the Grantee as well as the Ryan White Services Report for the EMA for the June Adhoc meeting.
 - Another request made was to ask Arvil to run an updated report on the AOMC and MCM numbers by region for June's meeting.
4. The Special PSRA Planning Council meeting will take place on Wednesday, July 22nd from 9:00am – 3:00am at the Burrough's Community Center.
5. The Service Category Definitions were reviewed, updated and approved.

VOTE: I would like to make a motion to approve the updated Service Category Definitions presented.



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6. The MCM Insurance Survey was reviewed with updates and approved by the committee.
7. We also discussed the datasets and the resource allocation process. Many ideas were heard regarding how we calculate this. It was decided that for this year the calculation process will be the same.
8. We have the following parking lot items:
 - 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.
 - Present program Income information regarding reimbursement for services by region.
 - A Circle of Care new model will be created and addressed in the annual PSRA process.
 - Revisit Health Insurance Premium & Cost Sharing Assistance Service Category.
 - Please get the 'Newly Diagnosed Brought Into Care' for 2014 data from Heidi for PSRA.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, June 4, 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 yesterday, May 7, 2015:

1. We reviewed minutes from April 10, 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. We updated this for the remainder of the year based on the responsibilities of the committee.
3. Tom Butcher presented information the New Haven EMA QIC HAB Outcome Trends STI Specific Indicators for 2013-2014. This compared information throughout the region regarding the testing of Syphilis, Gonorrhea and Chlamydia.
4. The grantee was also asked to provide data on Pathways to Care with Service Standards.
5. 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.
6. The next meeting will be held on Thursday, June 4, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

(5.0) Grantee's Report

Tom Butcher, the grantee presented on this.

- They are currently reviewing all budgets and scope of work for the contract process.
- The remainder of the award should be in in mid to late May.
- One the final award is received; the grantee will reach out to regional leads.

(6.0) New/Old Business

- **Planning Council Training**
Heidi and Joanne will be giving a presentation on the PSRA process for FY 2015
- **Future Planning Council Trainings**
 - i. June – Present QUICK Survey Results

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- **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, June 4th, 10:00am – 12:00pm
 - QI –Thursday, June 4th, 12:00pm – 2:00pm
 - MF – Friday, June 12th or May 15th, 10:30am – 11:30am
 - Executive Committee – Friday, June 12th or May 15th, 9:30am – 10:30am
 - Planning Council- Friday, June 12th or May 15th, 12:00pm – 2:00pm

- **Announcements**
 There were none

- **Adjournment** – 10:25 am

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	X					
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	A					
3	<i>Brian Kuerze PC Co-Chair</i>	A	A	X	X	A					
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X					
5	Raphael Muniz (Membership/Finance Co-Chair)	X	X	A	X	X					
6	Alex Ortiz (Membership/Finance Co-Chair)	X	X	A	A	A					
7	Christine Romanik (Quality Improvement Co-Chair)	-	-	-	-	A					
8	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	88%	63%	38%	71%	50%					