



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 12, 2015
Start Time: 12:05 pm
End Time: 1:31 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Planning Council Votes

- Approval of Minutes from May 8, 2015 meeting minutes
- Assessment of the Administrative Mechanism
- Carryover Request
- Recording of Meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 12:05 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 announced the Brian Kuerze is stepping down as Co-Chair of the Planning Council. Brian spoke about this and shared the reasons that he is stepping down along with his gratitude for the attendees and the experiences he has had. Roberta talked about the process for a Planning Council member to apply for this position.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of May 8, 2015 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Tom Kidder

For: (13) Robertson, Delgado, Kidder, Cole, Muniz, Jenkins, Montgomery, Browne, Torres, Tierney, Sanchez, Rivera, C. Teel

Against: (0)

Abstain: (6) McLellan, Ducatel, Stewart, Kuerze, Garofalo, Ortiz

(6.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Here is a summary of our meeting that was held on June 5, 2015 given by Joanne Montgomery:

1. We reviewed the minutes from the May 7, 2015 meeting and these were approved.



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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:
 - a. The Adhoc committee reviewed data supplied by the Ryan White Office and by the Department of Public Health. The data presented was reviewed and it was determined that the Ryan White Office will run more reports:
 - b. An updated report with all parts from 2013 and 2014 on the AOMC and MCM unduplicated client count by region as well as a 2013 and 2014 report for part A only for AOMC and MCM unduplicated client count by region.
 - c. Dennis discussed the reports and questions about the data integrity. Joanne went onto explain the details about this and how new reports have been requested to verify all the data.
4. Sara presented the results from the QUICK survey that was completed on May 31, 2015 with 100 participants. It was decided that the committee will use Question #1 for a dataset with the PSRA process which was a question regarding the needs of the clients and Ryan White Services.
5. We have 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. – This data was presented at our June meeting and this is now closed
6. An update on the Medical Case Management Health Insurance Survey was given.
7. There was a request regarding whether or not meetings should be recorded moving forward. The committee decided that it would like to record meetings with the following guidelines:
 - a. The digital records of the recording will be maintained indefinitely and will be the property of the Planning Council.
 - b. All meetings would be recorded
 - c. Motions and requests for data will be noted on the timeline of the recording.
 - d. A message notifying all meeting attendees that all meetings will be recorded will be added to each agenda.
 - e. Requests to hear back a recording, would be made through the co-chair of that committee to the Executive Committee to request recording from staff. Staff will bring the recording in a timely manner back to the Executive Committee for review by that committee and make a ruling and report back to the originating committee.
8. A request was made to reach out to all regions to request Part B as well as Part A for the MCM Health Insurance. The SPA Committee will discuss the actual request and see staff with their request. An additional week will be added to the deadline in order the request the data from the Part B offices.
9. The MCM Health Insurance Survey was discussed and questions regarding the portion of Medicare, Medicaid and Husky seemed to duplicate answers.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, August 6, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.



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b. QUALITY IMPROVEMENT

Here is a summary of our meeting that was held on June 5, 2015 given by Ric Browne:

1. We reviewed minutes from May 7, 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 were on track with all assigned tasks.
3. Tracy Kulik presented the 2014 Site Visit Findings from 2013 Chart Audits. We have requested information from the 2015 site visits with data from 2014 in a 'Pathways to Care by Special Population' report to use at the special July PSRA meeting.
4. 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. – This item was covered in yesterday's meeting and is considered closed.
5. The next meeting will be held on Thursday, August 6, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

c. MEMBERSHIP/FINANCE

Here is a summary of our meeting that was just held today on June 12, 2015 given by Raphael Muniz:

1. We reviewed minutes from May 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. All activities are right on target.
3. The Planning Council feedback form was reviewed from the Planning Council Meeting held on May 8, 2015 and all feedback was favorable.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted Consumer target is 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. Members with (3) absences were notified as well as a letter going out to Heather Garofalo regarding attendance requirements.
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 2 new applications and these 2 individuals were invited into the application process.
7. We talked about new Planning Council membership and Ric Browne and Raphael Muniz are working very hard at identifying individuals that would enjoy being a part of the Planning Council. Sara also spoke with clients as she was doing the QUICK survey and will continue to follow up with them.
8. New Planning Council Member Training Discussion took place and it was decided that new PC member training will take place during Planning Council training in the months of May and November.
9. Assist in the Assessment of the Administrative Agency – we reviewed the 6 questions and decided to keep these questions as is. Tom Butcher will come back in 3 or 4 months and give us a report on how quickly the lead agencies were able to make payments to their providers.

Roberta Stewart made a motion to keep the (6) questions the same and not make any updates.



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For: (18) Robertson, Delgado, Kidder, Cole, Muniz, Jenkins, Montgomery, Browne, Torres, Tierney, Sanchez, Rivera, C. Teel, McLellan, Ducatel, Stewart, Kuerze, Garofalo, Ortiz

Against: (0)

Abstain: (1) Stewart

10. Carryover of \$39,551.18 from grant year 2014 was approved to be allocated into labs split evenly between all regions were approved and will be voted on now for final approval:

Roberta Stewart made a motion to allocate the above carryover amount into labs split evenly between all regions:

For: (16) Delgado, Kidder, Cole, Muniz, Jenkins, Montgomery, Browne, Torres, Tierney, Sanchez, Rivera, C. Teel, Ducatel, Stewart, Kuerze, Garofalo, Ortiz

Against: (0)

Abstain: (3) Stewart, McLellan, Robertson

11. The following parking lot items were discussed.
- The updated Planning Council Application was reviewed and it was decided that the committee will continue to discuss this next month.
12. Open Parking Lot Items:
- Refresh/Redesign the PC feedback form in the New Year
13. Tom Butcher reported on Financial and Administrative updates.
14. The next meeting of the Membership/Finance committee will be held on Friday, August 6, 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.

- Most of the provider contracts are almost completed.
- Money should be coming into the system very soon and invoices for March, April and May will be done.
- Corp Counsel is reviewing all of the contracts at this time.
- The final award was received and it is \$11,973.00 less than last year.
- The 2015 Part A grant application received a score of 97 (out of 100).

(8.0) New/Old Business

- **Planning Council Training**
Sara presented the QUICK survey results and presented these to attendees. She reviewed the (5) questions and the responses received.
- **Recording All Meetings** – Roberta explained that the Executive Committee discussed recording all meetings. The following criteria will be followed:
 - a. The digital records of the recording will be maintained indefinitely and will be the property of the Planning Council.
 - b. All meetings would be recorded
 - c. Motions and requests for data will be noted on the timeline of the recording.
 - d. A message about the recordings will be added to each agenda to notify attendees of recordings.



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- e. Requests to hear back a recording, would be made through the co-chair of that committee to the Executive Committee to request recording from staff. Staff will bring the recording in a timely manner back to the Executive Committee for review by that committee and make a ruling and report back to the originating committee.

Roberta Stewart made a motion to approve recording all meetings based on the criteria above:

For: (17) Delgado, Kidder, Cole, Muniz, Jenkins, Montgomery, Browne, Torres, Tierney, Sanchez, Rivera, C. Teel, Ducatel, Stewart, Garofalo, Ortiz, McLellan, Robertson

Against: (0)

Abstain: (2) Stewart, Kuerze

(9.0) Regional Updates

- Lauren Tierney, Region 3 - Stamford/Norwalk, they are focusing on Planning Council Member recruitment and passing along all the Planning Council marketing materials. They are continuing to have CIPA issues and are very frustrated. Heidi responded by saying that at the DPH they are working very hard at resolving this issue.
- Nadine Repinecz, Region 4 – Waterbury, they are working hard to fill positions as they have several vacancies at Waterbury Hospital. They are in process of filling and interviewing for positions. They are working hard on the MCM Health Insurance Survey for the Planning Council. They have had great involvement from consumers in their consortium meetings.
- Sara Burns, Region 2 – Bridgeport, They are working on their MCM Health Insurance Surveys and participated in World AIDS Day in Hartford.
- Roberta Stewart, Region 5 – Danbury, They are working on overdose prevention and working with the state on the syringe exchange program.

Jeff Daniel 6/23/2015 3:32 PM

Comment [1]: List Region #

(10.0) Community Input

- There was none

(11.0) Announcements

- GBAPP is doing a 'Black Lives Matter' on June 27th on McLevy Green
- June 27th is National HIV Testing Day
- Waterbury is having their annual HIV/AIDS walk on June 20th at Grace Baptist Church in Waterbury.
- Southwest is doing National HIV Testing day on June 25th and giving out gift cards.

(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 1:31pm

Jeff Daniel 6/23/2015 3:33 PM

Comment [2]: This doesn't make sense to me...STI piece?



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Upcoming Planning Council Meetings –

- SPA Ad Hoc – Thursday, August 6th, 8:30am – 10:00am
- SPA –Thursday, August 6th, 10:00am – 12:00pm
- QI –Thursday, August 6th, 12:00pm – 2:00pm
- MF – Friday, August 14th, 10:30am – 11:30am
- Executive Committee – Friday, August 14th, 9:30am – 10:30am
- Planning Council- Friday, August 14th, 12:00pm – 2:00pm

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 | X | X | | | | |
| 2. | Chris Cole | X | A | X | X | X | X | | | | |
| 3. | Sabrina Delgado | X | A | A | A | X | X | | | | |
| 4. | Patricia Ducatel | - | X | X | A | A | X | | | | |
| 5. | Heather Garofalo | X | A | A | A | A | X | | | | |
| 6. | Heidi Jenkins Co-Chair (SPA) | X | A | X | X | X | X | | | | |
| 7. | Tom Kidder | X | X | X | X | X | X | | | | |
| 8. | Brian Kuerze PC Co-Chair | A | A | X | X | A | X | | | | |
| 9. | Kenneth McLellan | X | X | X | A | A | X | | | | |
| 10. | Joanne Montgomery Co-Chair (SPA) | X | X | X | X | X | X | | | | |
| 11. | Raphael Muniz Co-Chair (MF) | X | X | A | X | X | X | | | | |
| 12. | Alex Ortiz Co-Chair (MF) | X | X | A | A | A | X | | | | |
| 13. | Johny Rivera | - | - | - | X | X | X | | | | |
| 14. | Jackie Robertson | A | A | A | X | X | X | | | | |
| 15. | Christine Romanik Co-Chair (QI) | X | A | X | A | X | A | | | | |
| 16. | Mark Sanchez | X | X | X | X | X | X | | | | |
| 17. | Robert Sideleau | A | A | A | X | X | A | | | | |
| 18. | Roberta Stewart PC Co-Chair | X | X | A | X | X | X | | | | |
| 19. | Charlotte Teel | A | X | A | A | X | X | | | | |
| 20. | Ken Teel | - | - | - | A | X | A | | | | |
| 21. | Lauren Tierney | X | X | X | X | X | X | | | | |
| 22. | Dennis Torres | A | X | X | X | X | X | | | | |
| 23. | Ryan White Office | X | X | X | X | X | X | | | | |
| 24. | Planning Council Staff | X | X | X | X | X | X | | | | |
| 25. | % of Council present: | 80% | 58% | 52% | 59% | 77% | 86% | | | | |

Guests: Daphne McLellan, Tyrone Robinson, Sara Burns, Kartisha Hall, Inthiany Ardila, Jose Aquino, Jocelyn Torres, Nadine Repinecz, Charlene Lee, Krystle Moore, Dana Nadey, Sandra Murphy, Violet Baker