

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, April 15, 2016
Start Time: 9:33 am
End Time: 10:40 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the March 11, 2016

(1.0) Moment of Silence

Roberta called the meeting to order at 9:33 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

- Roberta reminded everyone that we are recording meetings

(4.0) Approval of March 11, 2016 Minutes

A motion to approve the March 11, 2016 was made by Christine Romanik and seconded by Ken Teel

For: (2) Cole, Jenkins

Against: (0)

Abstain: (3) Stewart, Teel, Romanik

(5.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on April 7, 2016

1. We reviewed the minutes from the March 3, 2016 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. We discussed the status of the CIPA letters that have been sent. Staff e-mailed all region leads outlining how to handle any further issues that MCMs may be having with processing CIPA applications.

Roberta made a motion to move into executive session and Christine Romanik seconded it.

For: (5) Stewart, Teel, Jenkins, Romanik, Cole

Against: (0)

Abstain: (0)

Roberta made a motion to come out of executive session and Ken Teel seconded it.

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For: (5) Stewart, Teel, Jenkins, Romanik, Cole

Against: (0)

Abstain: (0)

4. We reviewed the Health Insurance Premium Cost Sharing Assistance Service Category Definition in order to better understand how premium refunds delivered directly to client should be handled by providers. There were 3 data requests that came out of this discussion:
 - a. The attendees asked Staff to find out how other jurisdictions are handling this process.
 - b. The Grantee was asked to run a report in CAREWare for each region to identify clients who are using their health insurance premium cost sharing assistance service category for premiums and who is using it for co-pays and who is using it for both.
 - c. The committee also asked Staff to find out why Part B stopped paying insurance premiums and when.
5. We reviewed the Oral Health Service Category Definition and made updates to this to align with the updated Service Standard from the QI Committee.
6. We also reviewed the Mental Health Service category Definition to make sure it aligns with the newly updated Mental Health Service Standard from the QI committee and found that it did align.
7. We viewed a presentation of the Non Virally Suppressed Survey results. We looked at data trends that stood out during and discussed the various areas of interest.
8. We discussed data for the PSRA process. Jim Pettinelli from CIRA offered to come to our Special PSRA meeting which will now be held on Friday, June 10th and all SPA meetings until August and based on his observations of our process, he'll be able to assist our committee moving forward with this.
9. The next Strategic Planning and Assessment committee meeting will take place on Thursday, May 5, 2016 from 9:30am – 12:00pm at the Burrough's Community Center.

QUALITY IMPROVEMENT

Ken Teel gave this report:

Here is a summary of our meeting that was held on April 7, 2016:

1. We reviewed minutes from March 3, 2016 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. Staff presented the newly updated Oral Health Service Standard. Thomas, Sabrina and Heather worked on making the necessary updates to this service standard and it was approved by the committee. VOTE
4. Next month this committee will begin looking at the EFA Service Standard and Roberta and Chris will help Thomas review this before the May meeting.
5. The next meeting will be held on Thursday, May 5, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

Grantee's Report

Tom Butcher gave this report:

- There is a Project Officer call on April 20th and staff will e-mail Chris and Roberta the talking points from April meetings.
- They are working with Tracy to have people sign up for site visits beginning in late April through June along with program and fiscal monitoring as well.

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(6.0) New/Old Business

- **Open Co-Chair Position for M/F Committee**

Roberta explained that there is an open position for the M/F Committee. Jackie Robertson is interested in this position and the committee discussed this and Roberta and Chris felt that this is a good fit. Jackie is now the new co-chair of the M/F Committee.

- **Planning Council Training**

Staff will present on the results of the Non-Virally Suppressed Survey

- **Future Planning Council Trainings**

- i. May: Leif Mitchell will conduct a presentation on Genvoya

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

ITEM	STATUS
For all regions in our EMA – who should be the point of contact when communicating requests from the Planning Council?	This was discussed at the 4/15 meeting and it was decided that the Grantee will work with Staff to make sure that requests from the PC are filtered to the appropriate people in each region. This item is closed

Roberta Stewart made a motion to extend the meeting by 10 minutes and Ken Teel seconded it.

For: (5) Stewart, Teel, Jenkins, Romanik, Cole

Against: (0)

Abstain: (0)

- **Upcoming Planning Council Meetings**

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

- **Announcements**

- **Adjournment** – 10:40 am

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Attendance Record - 2016

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X						
2	<i>Chris Cole PC Co-Chair</i>	-	A	X	X						
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	A						
4	Raphael Muniz (Membership/Finance Co-Chair)	A	X	X	A						
5	Alex Ortiz (Membership/Finance Co-Chair)	A	A	A	A						
6	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X						
7	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X						
8	Ken Teel (Quality Improvement Co-Chair)	A	X	A	X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Committee present:	57%	50%	75%	63%						

Planning Council Guests: Jackie Robertson