



---

**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, October 11, 2013  
**Start Time:** 10:31 am  
**End Time:** 11:30 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

---

**Summary of Committee Business Votes**

- Approval of Minutes from the September 13, 2013

**(1.0) Moment of Silence**

Roberta called the meeting to order at 10:31am. 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 and asked members to introduce themselves.

**(3.0) Co-Chair Announcements**

- No announcements were made.

**(4.0) Approval of September 13, 2013 Minutes**

A motion to approve the minutes was made by Brian Datcher and seconded by Joanne Montgomery.

**For: (4)** Ortiz, Montgomery, Jenkins, Datcher

**Against:** None

**Abstain: (1)** Stewart, Lee

**(5.0) Planning Council Committee Reports**

**a. STRATEGIC PLANNING & ASSESSMENT**

Heidi Jenkins gave the following Strategic Planning and Assessment Committee report:

1. The minutes from September 5, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. FY2014 Directives were discussed at length. To summarize, the only change to the directives was that of directive 1.1. The regional allocations were adjusted to reflect the data that Heidi collected which was the most recent data at this time. The allocations are as follows:
  - New Haven – 34%



*Beverly Leach & Roberta Stewart, Co-Chairs*

---

- Bridgeport – 25%
- Stamford/Norwalk – 16%
- Waterbury/Meriden/Valley – 20%
- Danbury – 5%

VOTE: To approved the FY2014 Directives with changes to the regional allocation amounts.

4. Current parking lot items:
  - When discussing Directives also look at how we deliver services, what does Ryan White funding provide. Financial eligibility may require Ryan White moves to a closed system where every person has a MCM to better determine client counts and eligibility.
  - When discussing MAI funds, we need to collect more data in order to determine if EIS is the most effective area for these funds.
  - Regarding the allocation calculations. Is there data that we can evaluate to better determine the allocation amounts in all service categories?
5. The next Strategic Planning and Assessment committee meeting will take place on Thursday, November 7, 2013 from 10:00am – 12:00pm at the Burrough's Community Center.

## **b. QUALITY IMPROVEMENT**

Brian Datcher gave the following Quality Improvement Committee report:.

1. The minutes from September 5, 2013 were voted on and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. Tracy presented a PowerPoint presentation with all the findings from the 2013 QI site visits which include trending HIV/AIDS Bureau performance measures, standard of care compliance by service category and national HIV/AIDS strategy goal progress. A summary of findings was also included. Much of this data presented was used in the grant application for FY2014. When the EIS Pod was discussed in the presentation, it was determined that consumer feedback regarding the EIS process is an integral part of the success of EIS as a whole. Discussion took place regarding who from each region would be asked to attend and other volunteers have already come forward. The committee is hoping this could start late October. Southwest Community Center has offered to host these sessions.
4. Tracy also reviewed the preliminary site findings and areas where technical assistance was required including sampling methodology, pilot services and grant data. A long discussion took place touching on the following topics: EIS coming out of pilot mode and creating Standards of Care, the feedback from the Acuity Scale tool that was tested, and the possibility of moving all clients to have a required MCM in order to track client counts and eligibility.



*Beverly Leach & Roberta Stewart, Co-Chairs*

---

5. The much needed co-chair position was discussed. There are two people interested in filling this position, there will be further discussion regarding.
6. The current parking lot issue was discussed. When there is a referral done to see a doctor – it could take months to get to see a doctor, this turn-a-round needs to take place within days. There is a tiered care system that is coming to be. This discussion would take place under Standards of Care. This was discussed in detail by members who have had this experience. It was decided that the Grantee will call the medical providers and let them know that when there is a referral by EIS, there is an expectation that a patient needs to get seen by a medical practitioner within (5) business days and also, we're moving to a test and treat model of care.
7. The next meeting will be held on Thursday, November 7, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.
  - A discussion took place regarding having a formal process to address any questions and concerns coming from consumers regarding issues within their region – SPA parking lot item.

**c. MEMBERSHIP/FINANCE**

Caesar Moffett gave the following report for the Membership/Finance Committee:

1. The minutes from September 5, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. The Planning Council Feedback form was reviewed and the overall feedback was good. It was also discussed to possibly update the feedback form.
4. The committee reviewed the attendance and all attendance was found to be accurate.
5. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and it was determined that currently we are in need of a Ryan White Treatment Modernization Act grantee under part C and also under section 2671 including part D. We are to distribute page (3) of the Planning Council application form to all current Planning Council members to identify what members represent what categories to better ensure the accuracy of our reflectiveness. We are currently out of compliance with our non-conflicted HIV status at this time.
6. (2) Applications were presented to the committee whose attendance requirements were met, (1) renewal and (1) new application. Both were approved to move onto the Planning Council for final approval.
7. The committee discussed strategies for attracting more members to the Planning Council. Many ideas were heard and staff was asked to create a questionnaire to distribute to all current Planning Council members. This will help identify how current members are feeling about the changes in meeting location and meeting days and times amongst other areas of the Planning Council.
8. The Grantee reported a report on administrative & financial updates.



*Beverly Leach & Roberta Stewart, Co-Chairs*

---

9. The next meeting will be held on Thursday, November 7, 2013 at the Burrough's Community Center from 2:00pm-4:00pm.

**(5.0) Grantee's Office Reports**

- The grantee reported that the Federal Shutdown is not affecting us as we are an exempt program.
- The FY2014 grant was submitted on 10/2/2013.
- QI site visits and program monitoring visits are completed and the reports are being reviewed by all region leads.
- Calls were made to region leads regarding seeing consumers with (5) business days by a medical practitioner.

**(6.0) New/Old Business**

- **Planning Council Training**  
Jeff will present on Affordable Care Act/Healthcare Reform and its impact on Ryan White Services.
  
- **Parking Lot Items**  
There are no parking lot items
  
- **Talking Points Revision**  
A discussion took place regarding the current format of talking points and making them more easily read and user friendly. Add how to make a motion, PCAT definition, add more comprehensive details so they can be better understood.

**(7.0) Upcoming Planning Council Meetings**

- SPA –Thursday, November 7<sup>th</sup>, 10:00am – 12:00pm
- QI –Thursday, November 7<sup>th</sup>, 12:00pm – 2:00pm
- MF – Thursday, November 7<sup>th</sup>, 2:00pm – 4:00pm
- Executive Committee – Friday, November 15<sup>th</sup>, 10:30am – 11:30am
- Planning Council- Friday, November 15<sup>th</sup>, 12:00pm – 2:00pm

**(8.0) Announcements**

There were no announcements

**(9.0) Adjournment – 11:43am**

**Ryan White EMA Planning Council**  
 New Haven and Fairfield Counties



*Beverly Leach & Roberta Stewart, Co-Chairs*

**Attendance Record - 2013**

|    | <b>Council Member</b>  | Jan | Feb | Mar | Apr | May | Jul | Aug | Sep  | Oct | Nov |
|----|--|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|
| 1. | Brian Datcher<br>(Quality Improvement Co-Chair)                    | X   | X   | X   | X   | A   | X   | A   | X    | X   |     |
| 2. | Heidi Jenkins<br>(Strategic Planning & Assessment<br>Co-Chair)     | -   | -   | -   | -   | -   | -   | A   | X    | X   |     |
| 3. | <i>Beverly Leach PC Co-Chair</i>                                   | A   | A   | X   | X   | X   | A   | X   | X    | A   |     |
| 4. | Caesar Moffet, Jr.<br>(Membership/Finance Co-Chair)                | X   | X   | X   | X   | A   | X   | X   | X    | X   |     |
| 5. | Joanne Montgomery<br>(Strategic Planning & Assessment<br>Co-Chair) | X   | X   | A   | A   | A   | X   | X   | X    | X   |     |
| 6. | Alex Ortiz<br>(Membership/Finance Co-Chair)                        | -   | -   | -   | -   | -   | -   | -   | X    | X   |     |
| 7. | <i>Roberta Stewart PC Co-Chair</i>                                 | A   | A   | X   | X   | X   | X   | X   | X    | X   |     |
|    | Ryan White Office  | X   | X   | X   | X   | X   | X   | X   | X    | X   |     |
|    | Planning Council Staff   | X   | X   | X   | X   | X   | X   | X   | X    | X   |     |
|    | % of Committee present:  | 63% | 50% | 63% | 75% | 43% | 67% | 71% | 100% | 86% |     |

Guests: Ronald Lee, Jamel Farmer