

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Beverly Leach & Roberta Stewart, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, January 17, 2014
Start Time: 10:35 am
End Time: 11:47 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 15, 2013

(1.0) Moment of Silence

Roberta called the meeting to order at 10:35am. 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

- We will need to make a motion to extend Beverly's Planning council Co-Chair term until April 30, 2014.
Caesar made a motion to extend Beverly's term to April and Alex Ortiz seconded it

For: (4) Ortiz, Jenkins, Stewart, Moffett

Against: None

Abstain: (1) Leach

- The Quality Improvement Committee Co-Chair topic was discussed and the new co-chair will be Ric Browne. During Planning Council Ric will be asked if he will accept this position.

(4.0) Approval of November 15, 2013 Minutes

A motion to approve the minutes was made by Beverly Leach and seconded by Alex Ortiz.

For: (3) Ortiz, Leach, Jenkins

Against: None

Abstain: (2) Stewart, Moffett

(5.0) Planning Council Committee Reports



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a. STRATEGIC PLANNING & ASSESSMENT

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

1. We reviewed the minutes from the November 7, 2013 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. Jeff, Planning Council Staff, presented our current By-Laws for review and update. In summary, all committees will be asked to evaluate their assigned tasks in conjunction with taking into consideration the results of the Planning Council Survey results and determine if there are any By-Law changes that need to be made. There were no suggestions at this point for By-Law changes.
4. Jeff also presented a preliminary form of an end of year study that he, Tom Butcher and Tracy Kulik will all contribute to which will evaluate the impact of the Affordable Care Act on the New Haven/Fairfield Counties EMA (Eligible Metropolitan Area) in great detail.
5. We have (1) item remaining in our parking lot and (1) new item:
 - 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 Medical Case Manager to better determine client counts and eligibility or a process to make sure financial eligibility is determined within the guidelines from HRSA. Tom Butcher asked all attendees to look at their regions and find out how they are operating with their clients, whether they require a MCM or not. Tom would like to regions to say to their providers something like ‘... it is expected for each client to have an MCM with documented exceptions.’ These exceptions can be documented in CAREWare and can be seen across providers.
 - (NEW) We will now include a ‘Regional Update’ item on the Planning Council Agenda. What (5) Questions do we want the regional leads to answer monthly during their Regional Updates portion of the Planning Council Meeting – this will be added to the February Agenda for SPA to discuss. This will require a By-Law Change.
 - There will also be a new grid created which will list all parking lot item, their status and resolution for all committees beginning in March.

The next Strategic Planning and Assessment committee meeting will take place on Thursday February 6, 2014 from 10:00am – 12:00pm at the Burrough’s Community Center.

b. QUALITY IMPROVEMENT

Roberta Stewart gave the following Quality Improvement Committee report.:

1. We reviewed minutes from November 7, 2013 and they were approved by the committee.



Beverly Leach & Roberta Stewart, Co-Chairs

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. Tracy Kulik presented the 2013 Quality Improvement Committee Plan for all attendees. Additions to the plan are under Quality Objectives for 2014 are a Circle of Care Continuum Including:
 - EIS
 - Support Services
 - Medical Case Management
4. Tracy also presented a PowerPoint presentation with updates regarding the current EIS (Early Intervention Services) POD that has taken place. Attendance to the POD has been amazing with representation from the various areas of Ryan White. The Quality Improvement Committee meeting in March will be discussing the outcome of the EIS POD which may include a modification to the MCM service category and (3) Standards of Care and Early Intervention Services will be taken out of Pilot mode.
5. There are currently no items in the parking lot.
6. The next meeting will be held on Thursday, February 6, 2014 at the Burrough's Community Center from 12:00pm – 2:00pm.

c. MEMBERSHIP/FINANCE

Alex Ortiz gave the following report for the Membership/Finance Committee:

1. We reviewed minutes from November 9, 2013 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 on target with the completion of our activities.
3. The committee analyzed the Planning Council membership for the Federal Reflectiveness Mandate which is defined by HRSA to make sure the demographics of the Planning Council membership matches the demographics of the PLWHA (People Living with HIV/AIDS) in our EMA (Eligible Metropolitan Area)
 - We are in need of a member who would represent Ryan White Part C and a member who would represent Ryan White Part D. Currently we have an application for a Planning Council Member who would represent these categories.
4. We reviewed the Planning Council Feedback form that was filled out by Planning Council members at the November Planning Council meeting. Overall, the feedback was good. There were comments about people moving around a great deal during the meeting and not staying for the entire meeting.
5. Regarding attendance, In January, per the Planning Council's By-Laws, all members' terms reset and each member must attend (6) committee meetings and (6) Planning Council meetings and if you are on the Executive Committee, you are also required to attend (6) Executive committee meetings.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Beverly Leach & Roberta Stewart, Co-Chairs

6. We reviewed (5) renewal applications for Planning Council and they were all approved to be brought to the Planning Council for final approval. 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.
VOTE: I make a motion to approve the following renewal Planning Council applications and since this motion comes from committee, we do not require a second motion:
Heidi Jenkins, Dennis Torres, Tom Kidder, Christine Romanik and Brian Datcher
7. 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 also received (2) new Planning Council Applications as well and it was decided that these applicants will be invited to begin the Planning Council Application Process. They are each required to attend (1) committee meeting and (1) Planning Council meeting. It was also decided that Planning Council members who submit applications to renew their term and are approved by the Membership/Finance committee will be allowed to have their application move directly to the Planning Council for final approval within the same month. A request will be made to make this change to the 2014 By-Laws to differentiate between a 'renewal application' and a 'new application' process.
8. There was also a request made to the By-Laws regarding a language change:
 - a. On page 5, section 4.4b the language was changed from 'Have attended at least 75% of Council and assigned committee meetings within the last 12 months' to 'Have attended at least 75% of Council and committee meetings within the last 12 months'. This was done because we do not have 'assigned committees'.
9. One item was added to the parking lot:
 - a. Examine 5 year Emergency Financial Assistance budgeted VS. spent trend
10. Gail Glenn reported on Financial and Administrative updates and will talk about this in detail later on in our agenda.
11. The next meeting of the Membership/Finance committee will be held on Thursday, February 6th, 2014 at the Burrough's Community Center from 2:00pm-4:00pm.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- Tom announced the Gail Franklin has accepted a new position and will be leaving the Ryan White Foundation. A request has been submitted to the Human Resources department to fill her position.
- The new award will begin on March 1, 2014
- Tom, Tracy and Jeff are currently working on a study which will evaluate the impact of the Affordable Care Act on the New Haven/Fairfield Counties EMA (Eligible Metropolitan Area) in great detail. This will impact the PSRA process and also to help determine if we need to apply for a waiver and will also help with the 2014 grant year and the unknown factors.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Beverly Leach & Roberta Stewart, Co-Chairs

- Budget Revisions have all been submitted.
- Partial notice of grant award for about 40% of formula funding is expected by the end of February.
- The sequester cuts have been eased and 30 million dollars have been established back into Ryan White.

(6.0) New/Old Business

• **June or July Off of Meetings**

A discussion took place regarding what month to take off of meetings; June or July. It was decided that we will now take July off instead of June.

• **Planning Council Training**

Roberta Stewart will be presenting the findings of the Planning Council Survey.

• **Parking Lot Items**

There are no parking lot items

(7.0) Upcoming Planning Council Meetings

- SPA –Thursday, February 6th, 10:00am – 12:00pm
- QI –Thursday, February 6th, 12:00pm – 2:00pm
- MF – Thursday, February 6th, 2:00pm – 4:00pm
- Executive Committee – Friday, February 14th, 10:30am – 11:30am
- Planning Council- Friday, February 14th, 12:00pm – 2:00pm

(8.0) Announcements

There were no announcements

(9.0) Adjournment – 11:47am

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Attendance Record - 2013

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

Guests: None