

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



*Beverly Leach & Roberta Stewart, Co-Chairs*

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**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, April 11, 2014  
**Start Time:** 10:40am  
**End Time:** 11:54am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Beverly Leach  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the March 14, 2013

**(1.0) Moment of Silence**

Beverly called the meeting to order at 10:40am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Beverly welcomed everyone and asked members to introduce themselves.

**(3.0) Co-Chair Announcements**

- On April 15<sup>th</sup> there is a conference call with the HRSA project officer.

**(4.0) Approval of March 14, 2014 Minutes**

A motion to approve the minutes was made by Joanne Montgomery and seconded by Alex Ortiz.

**For: (3)** Leach, Montgomery, Stewart

**Against:** None

**Abstain: (2)** Romanik, Ortiz

**(5.0) Planning Council Committee Reports**

**a. STRATEGIC PLANNING & ASSESSMENT**

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held last Thursday on April 3<sup>rd</sup>:

1. We reviewed the minutes from the March 6, 2014 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 reviewed the Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White. There was a great discussion regarding the funding streams of all Ryan White Services and what services are funded by what sources. The attendees all participated in ensuring that all services were accounted for accurately. Staff will be working with Brian Sexton at DSS to get a full report on what services Medicaid will be paying for as well.
4. We discussed the topics that we would like to hear about from the Regional Leads at the Planning Council meetings and (4) were identified:



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- a. Barriers to care
  - b. Funding impact in your region and any potential new funding sources
  - c. ACA Impact in the region
  - d. High level trends and epidemiology
5. Identify Datasets/Needs for PSRA and Coordinate with Other Committees to Facilitate the Exchange of Information – in this discussion Jeff presented the datasets that we currently use and we'll need to identify the datasets that we'll use for FY2015. This will be determined in June. The methodology that we use to analyze PSRA will remain the same for FY2015 due to so much instability in funding and the insurance area.
6. The following parking lot item was closed with the following resolution: Review Directive 1.2 regarding the quarterly financial reports from the grantee as the reporting of this data has changed based on having meetings in June and not in July. This was discussed and in August the Directive 1.2 will be changed to include the following: The Grantee shall provide 4 financial updates to the Planning Council within the grant year.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, May 1, 2014 from 10:00am – 12:00pm at the Burrough's Community Center.

#### **b. QUALITY IMPROVEMENT**

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held last Thursday, April 3, 2014:

1. We reviewed minutes from March 6, 2014 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 right on target with the completion of our activities.
3. Refine Standard of Care (AOMC, MCM, EIS) – Rhonda presented a summary sheet of all changes made to the Ambulatory Outpatient Medical Care Standard of Care and reviewed each one. She also included that the only change on the Medical Case Management Standard of Care was the addition of the sliding fee scale language.
  - a. **VOTE: The committee has approved the updates to the Early Intervention Services, Ambulatory Outpatient Medical Care and Medical Case Management standards of care and I make a motion that the Planning Council accepts these updates.**
4. In the discussions regarding all the updates to the Standards of Care, the following PCAT items were covered:
  - a. Review HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures and determine "new" measures
  - b. Review National HIV/AIDS Strategy ('NHAS') and New Haven-Fairfield Counties Performance
5. There are currently no items in the parking lot.
6. The next meeting will be held on Thursday, May 1, 2014 at the Burrough's Community Center from 12:00pm – 2:00pm.

#### **c. MEMBERSHIP/FINANCE**

Alex Ortiz gave the following report:

Here is a summary of our meeting that was held last Thursday on April 3, 2014:

1. We reviewed minutes from March 6, 2014 and they were approved by the committee with changes.



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2. We reviewed the Planning Council Feedback form from March's meeting and feedback was very positive.
3. 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](http://www.ryanwhitecare.org). We reviewed the (1) new application where the attendance requirement has been met. This application has been approved to be moved to the Planning Council for final approval. 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. Each new applicant is required to attend (1) committee meeting and (1) Planning Council meeting.
  - a. **VOTE:**
    - i. We will now vote on the (1) new application, Sylvia Mitchell that has been approved by the Membership/Finance committee. Since this has come from committee, it does not require a second motion.
    - ii. We will also now vote on the application we received for a new Planning Council co-chair to replace Beverly. Brian Kuerze's application has been approved by the Membership/Finance committee to be moved to Planning Council for final approval.
4. Parking Lot Items:
  - a. Examine 3 year Emergency Financial Assistance budgeted VS. spend trend
    - i. The committee asked that this reflect a (5) year trend and would like to request that data
    - ii. If it's possible, can the committee see where the EFA extra funds were allocated to?
    - iii. There is also a typo on 2011 Cost Per Client – it should be \$376.66
    - iv. Are there differences by regions regarding the reallocation of the EFA funds?
    - v. Jeff will compile the requested changes at a later date. Some of these will be covered on the current end of year study that he is working on with the Grantee.
  - b. The Planning Council Survey Results will come back to M/F after they are completely reviewed at the Executive Committee meetings over the next 2 months.
  - c. Survey previous Planning Council members and ask why they left.
5. Tom Butcher reported on Financial and Administrative updates and will talk about this in detail later on our agenda.

The next meeting of the Membership/Finance committee will be held on Thursday, May 1, 2014 at the Burrough's Community Center from 2:00pm-4:00pm.

#### **6. Grantee's Report**

- Tom presented this report
- The quarterly expenditure report is almost done. Funding for FY2013 is over 99% and we'll have the detailed report soon.
- Any formula dollars leftover will be included in the carryover request.



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- Arvil has run a report from CAREWare to determine the demographics of new clients, return to care, and newly diagnosed. This information is extremely valuable.
- A discussion regarding the EIS service category took place and the information that was gathered was evaluated.
- Award letters were sent out based on the amount of funding. The Notice of Grant award has still not been received. Tom will run a 3 month contract and if there is money leftover it will be come back in the 9 month contract.

## **6. New/Old Business**

- **Planning Council Training**

This month's training was presented by Jeff. We discussed all the different questions and responses. Discussion took place regarding collapsing the Membership Finance Committee into the Executive Committee. Roberta brought up the response that was heard that members didn't feel as though they were making a difference. The following issues were asked to be looked at further.

- i. Location
- ii. New member planning council training and open discussion/questions happening quarterly.
- iii. Time spent at (3) meetings
- iv. Meeting time and day and how many meetings

Discussion continued to take place regarding collapsing the Membership Finance committee into the Executive Committee. Many thoughts and feelings were heard. This discussion will continue in May.

- **Parking Lot Items**

There are no parking lot items

## **7. Upcoming Planning Council Meetings**

- SPA –Thursday, May 1<sup>st</sup>, 10:00am – 12:00pm
- QI –Thursday, May 1<sup>st</sup>, 12:00pm – 2:00pm
- MF – Thursday, May 1<sup>st</sup>, 2:00pm – 4:00pm
- Executive Committee – Friday, May 9<sup>th</sup>, 10:00am – 11:30am
- Planning Council- Friday, May 9<sup>th</sup>, 12:00pm – 2:00pm

## **8. Announcements**

There were no announcements

**Adjournment – 11:54am**

**Attendance Record - 2014**

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	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne (Quality Improvement Co-Chair)	-	WE	-	A						
2.	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	WE	X	A						
3.	<i>Beverly Leach PC Co-Chair</i>	X	WE	X	X						
4.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	X	X						
5.	Alex Ortiz (Membership/Finance Co-Chair)	X	WE	A	X						
6.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	X	X						
	Ryan White Office	X	WE	X	X						
	Planning Council Staff	X	WE	X	X						
	% of Committee present:	71%	-	63%	67%						

Planning Council Members: Christine Romanik