

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



*Roberta Stewart & Brian Kuerze, Co-Chairs*

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## Executive Committee Meeting Minutes

**Meeting Date:** Friday, May 9, 2014  
**Start Time:** 10:00 am  
**End Time:** 11:54 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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### Summary of Committee Business Votes

- Approval of Minutes from the April 11, 2013

#### (1.0) Moment of Silence

Roberta called the meeting to order at 10:00 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 and asked members to introduce themselves.

#### (3.0) Co-Chair Announcements

- Roberta asked that we be mindful about the work we are doing and the way we are presenting that to people. We should be taking more time with the processes that we do. There was an extensive discussion regarding other Executive Committee members' feelings about this.

#### (4.0) Approval of April 11, 2014 Minutes

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

**For:** (2) Ortiz, Montgomery

**Against:** None

**Abstain:** (4) Browne, Jenkins, Stewart, Kuerze

#### (5.0) Planning Council Committee Reports

##### a. STRATEGIC PLANNING & ASSESSMENT

Heidi Jenkins gave the following report:

Here is a summary of our meeting that was held last Thursday on May 1<sup>st</sup>:

1. We reviewed the minutes from the April 3, 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. Jeff presented on the Ryan White services that Medicare, Medicaid and Husky pay for. There were still some questions regarding this and the following follow up items were requested:
  - a. Billing and Entitlement Specialists will attend June's meeting and we will ask for clarification on the following: An explanation of benefits regarding Husky, what services are covered and what are not and what is a deductible as compared to a spend down.



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- b. What is the average premium cost of CIPA, Connecticut Insurance Premium Assistance?
- c. How many Ryan White Clients are in the Exchange?
- d. A cost model needs to be done to see how much money may need to be moved from primary medical care to health insurance premiums since we are not paying the provider directly but paying for an insurance provider who will pay for that service.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, June 5, 2014 from 10:00am – 12:00pm at the Burrough's Community Center.

### **b. QUALITY IMPROVEMENT**

Ric Browne gave the following report:

Here is a summary of our meeting that was held last Thursday, May 1, 2014:

1. We reviewed minutes from April 3, 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. Rhonda reviewed all the changes that were made to the Oral Health Standards of Care in order to bring it up the HRSA standards. She also discussed the changes made to Ambulatory Outpatient Medical Care Standard as well. All Planning Council Members received these updated Standards of Care with the changes summarized for easy understanding.
  - a. **VOTE: The committee has approved the updates to the Early Intervention Services, Ambulatory Outpatient Medical Care, Oral Health standards of care and I make a motion that the Planning Council accepts these updates.**
4. Determine Focus of Site Visits  
The site visits will take place in Late June and Early July and focus will be on the information in the charts since CAREWare is unfortunately not capturing the changes to the Standards of Care to ensure compliance with HAB and HRSA.
5. Discussion of a new co-chair  
Roberta shared that she thought that Lauren Tierney would make a great co-chair of this committee due to her commitment to the planning council. Ric shared that he also feels that Lauren would make a great partner on this committee. Lauren accepted this nomination and will need to check with her employer to make sure she will let us know.
6. There are currently no items in the parking lot.
7. Tom shared Administrative updates that will be talked about later in the meeting.

The next meeting will be held on Thursday, June 5, 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 May 1, 2014:

1. We reviewed minutes from April 3, 2014 and they were approved by the committee.



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2. We reviewed the Planning Council Feedback form from April's meeting and feedback was very positive.
3. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. There are a couple of areas where we need to focus on. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 19%. We need (4) Non-Conflicted consumers on the Planning Council in order to bring this percentage up. There were strategies suggested to help with this.
4. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.
5. 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 (1) new Planning Council applications as well and it was decided that this applicant 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 that has been approved by the Membership/Finance committee for Jerod Geter. Since this has come from committee, it does not require a second motion.
6. Jeff presented a summary of the Assessment of the Administrative Mechanism and the questions that are in place to carry out this process. This will be reviewed again at the June meeting.
7. Jeff also presented a summary of the Planning Council Training for new members and this will be presented in June to new members prior to the Planning Council Meeting on June 13<sup>th</sup>.
8. Parking Lot Items:
  - a. There is one new item and it's resolution:  
Given the feedback and concern about the PC chair vote, perhaps the M/F committee should discuss and revise the process to include a 'simple vote' when we have only one candidate. This way we can revise the By-Laws and not cause any distress. Resolution: Regardless of the number of candidates for the position of Planning Council Co-Chair, a ballot vote will be taken. This is within the guideline in the By-Laws for voting procedure for Planning Council Co-Chair.  
Current Parking Lot Items
  - b. 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?



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- 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.
  - c. 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.
  - d. Survey previous Planning Council members and ask why they left
9. Tom Butcher reported on Financial and Administrative updates and will talk about this in detail later on in our agenda.
10. The next meeting of the Membership/Finance committee will be held on Thursday, June 5, 2014 at the Burrough's Community Center from 2:00pm-4:00pm.

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

Tom presented this report

- Tom shared that he had a call with the project officer, Sera Morgan who said that the award was due anytime between now and the middle of May. On Tuesday he saw that other jurisdictions were receiving their award amounts and was told that there were different batches of notices sent and we are in a different batch. He is still waiting on this information. Tom will check in with his region leads to ensure that he will be able to do a 12 month contract which will be much simpler than separate contract time frames.

### **11. New/Old Business**

- **Planning Council Training**

This month's training will be presented by Thomas. He will give an overview of the Funding Streams Grid that we are currently working on which was presented at last month's SPA meeting.

- **Planning Council Survey Themes**

Thomas presented the current themes that have come out of the Planning Council Survey and Roberta lead a discussion regarding these themes. Discussion took place regarding the various themes: Location, new member training, to many meetings in one day, too long of a day. Not collapsing the M/F committee was discussed at length as was splitting up the meeting days. We will continue to discuss this next month at Executive Committee.

- **Parking Lot Items**

There are no parking lot items

### **12. Upcoming Planning Council Meetings**

- SPA –Thursday, June 5<sup>th</sup>, 10:00am – 12:00pm
- QI –Thursday, June 5<sup>th</sup>, 12:00pm – 2:00pm
- MF – Thursday, June 5<sup>th</sup>, 2:00pm – 4:00pm
- Executive Committee – Friday, June 13<sup>th</sup>, 10:00am – 11:30am
- Planning Council- Friday, June 13<sup>th</sup>, 12:00pm – 2:00pm

### **13. Announcements**

There were no announcements

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**Adjournment – 11:54am**

**Attendance Record - 2014**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne (Quality Improvement Co-Chair)	-	WE	-	A	X					
2.	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	WE	X	A	X					
3.	<i>Brian Kuerze PC Co-Chair</i>	-	-	-	-	X					
4.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	X	X	X					
5.	Alex Ortiz (Membership/Finance Co-Chair)	X	WE	A	X	X					
6.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	X	X	X					
	Ryan White Office	X	WE	X	X	X					
	Planning Council Staff	X	WE	X	X	X					
	<b>% of Committee present:</b>	71%	-	63%	67%	100%					