



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 9, 2014
Start Time: 12:09pm
End Time: 1:31 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from April 11, 2014 meeting minutes

(1.0) Moment of Silence

Roberta Stewart called the meeting to order at 12:09p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

Roberta welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

There were none

(3.0) Parking Lot Issues

There are none

(4.0) Community Input

- Bob Levitt spoke about the Affordable Care Act policies and his concerns regarding the out of pocket expenses that consumers are having to pay.

(5.0) Approval of April 11, 2014 Meeting Minutes

A motion to approve the minutes was made by Bob Sideleau and seconded by Raphael Muniz.

For: (8) Kuerze, Mitchell, Muniz, Ortiz, Romanik, Torres, Sideleau, Tierney

Against: (0)

Abstain: (4) – Browne, Stewart, Jenkins, Garofalo

(6.0) 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 1st:

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



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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.
- 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 needs 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

Roberta Stewart 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.

Roberta Stewart made a motion to approve the EIS Standard of Care.

For: (11) Kuerze, Mitchell, Muniz, Ortiz, Romanik, Torres, Sideleau, Tierney, Jenkins, Montgomery, Garofalo,

Against: (0)

Abstain: (2) – Browne, Stewart

- b. VOTE: Roberta Stewart made a motion to approve the updates to Ambulatory Outpatient Medical Care, Oral Health and Medical Case Management Standards of Care.

For: (11) Kuerze, Mitchell, Muniz, Ortiz, Romanik, Torres, Sideleau, Tierney, Jenkins, Montgomery, Garofalo,

Against: (0)

Abstain: (2) – Browne, Stewart



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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.

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.
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 them 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. 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.

Alex Ortiz made a motion to approve the Planning Council Application of Jerod Geter.

For: (12) Kuerze, Mitchell, Muniz, Ortiz, Romanik, Torres, Sideleau, Tierney, Jenkins, Stewart, Garofalo, Browne

Against: (0)

Abstain: (1) –Montgomery



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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 13th.
 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?
 - 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.

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

(7.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following 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.

(8.0) New/Old Business

• Planning Council Training

Thomas Shucker presented a summary presentation on the Funding Streams Grid that was presented at the April SPA meeting. Discussion regarding funding sources took place with regards to the services they provide for.

(9.0) Regional Updates

- Region I (New Haven): Chris Cole and Nick Boshnack
- Region II (Waterbury): Juana Clarke
- Region III (Bridgeport): Tom Goldring



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- Region IV (Stamford/Norwalk): Dennis Torres
- Region V (Danbury): Roberta Stewart

These region leads presented on the following: Barriers to Care, Funding Impact and Sources, Impact of the ACA, High Level Epidemiology.

Joanne Montgomery made a motion to extend the meeting to 2:20pm and Roberta Stewart seconded it

For: (13) Kuerze, Mitchell, Muniz, Ortiz, Romanik, Torres, Sideleau, Tierney, Jenkins, Stewart, Garofalo, Browne, Montgomery

Against: (0)

Abstain: (0)

(10.0) Community Input

There were no comments

(11.0) Announcements

There were none

(12.0) Planning Council Feedback

- Roberta asked all participants to complete the Planning Council Feedback forms and return them to Sara

(12.0) Adjournment - The meeting adjourned at 2:20 pm

Upcoming Planning Council Meetings –

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

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne Co-Chair (QI)	X	WE	-	A	X					
2.	Heather Garofalo	X	WE	X	A	X					
3.	Heidi Jenkins Co-Chair (SPA)	X	WE	X	A	X					
4.	Tom Kidder	X	WE	X	X	A					
5.	Brian Kuerze PC Co-Chair	X	WE	X	X	X					
6.	Ronald Lee	X	WE	X	X	A					
7.	Sylvia Mitchell	-	-	-	-	X					
8.	Joanne Montgomery Co-Chair (SPA)	A	WE	X	X	X					
9.	Raphael Muniz	-	-	-	X	X					
10.	Alex Ortiz Co-Chair (MF)	X	WE	A	X	X					
11.	Christine Romanik	X	WE	A	X	X					
12.	Poonam Sharma	A	WE	X	A	A					
13.	Robert Sideleau	X	WE	X	X	X					
14.	Roberta Stewart PC Co-Chair	X	WE	X	X	X					
15.	Lauren Tierney	A	WE	X	X	X					
16.	Dennis Torres	X	WE	X	X	X					
17.	Ryan White Office	X	WE	X	X	X					
18.	Planning Council Staff	X	WE	X	X	X					
19.	% of Council present:	82%	-	81%	75%						

Guests: Cam Crosby, Jerrod Geter, Jose Aquino, Sabrina Delgado, Inthiany Ardila, Mark Sanchez, Jamell Farmer, Nadine Reginecz, Tom Goldring, Chris Cole, Nick Boshnack, Robert Levitt, Nancy Kingwood