



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, August 15, 2014
Start Time: 10:15 am
End Time: 11:34 am
Location: The Burrough's Community Center
Presiding Chair: Ric Browne
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 5, 2013

(1.0) Moment of Silence

Ric called the meeting to order at 10:20 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Ric welcomed everyone.

(3.0) Co-Chair Announcements

- Roberta and Brian will not be in attendance today due to prior conflicts.

(4.0) Approval of June 5, 2014 Minutes

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

For: (3) Montgomery, Browne, Muniz

Against: None

Abstain: (1) 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 August 7:

1. We reviewed the minutes from the June 5, 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. The discussion included items such as CIPA training for all regions, also clients who have Private insurance not from the exchange (n=134) should not be accessing RW HIPCSA they should be using CADAP and how this information will impact PSRA.
4. We updated Service Category Definitions and in summary, all definitions were updated with the following: "Eligibility must be updated every six (6) months to include proof of income and proof of residency." We have a projection of the changes that were made:

We also had the following changes:

- Health Insurance Premium & Cost Sharing Assistance – Bulleted item 3 was removed
- Housing Assistance and Related Services - the note at the bottom was removed



Roberta Stewart & Brian Kuerze, Co-Chairs

- Inpatient Substance Abuse Services – the sub bullets of the ‘assurance’ bullet were removed.

VOTE: To approve all changes in the FY2015 Service Category Definitions

5. We reviewed the framework for PSRA. It was decided that this process would be more discussion centered vs. calculations. Input will be from attendees who will use dot stickers to identify the most important service categories.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, September 4, 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, August 7, 2014:

1. We reviewed minutes from June 5, 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. Tracy Kulik presented information on the QI portion of the Grant Guidance. An overview from 2011 to 2012 on HIV continuum of care treatment cascade. Questions about the treatment cascade; the 79% of the clients that have viral suppression is from the in care. Roberta asked Tracy to request data from the State to compare EMA to overall State data. On slide 3 *Hispanic & MSM* are in red because they are emerging categories. These are all positive indicators, we have all the data and its complete, all the indicators are good from a funding standpoint, and treatment cascade is moving people towards treatment ahead of the curve. People are being successful in treatment and care. EMA is doing great work. Tracy will request the data connection to the entire State.
4. There are currently no items in the parking lot..
5. The next meeting will be held on Thursday, September 4, 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 August 7, 2014:

1. We reviewed minutes from June 5, 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. All activities are right on target.
3. Roberta reviewed the Planning Council feedback form and all feedback was very favorable. Questions are becoming stale and begin a fresher look for new question in the New Year.
4. 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 11%. We are in need of individuals who will help increase this number. We discussed strategies to help with this.
5. The Committee reviewed this year’s attendance for the Planning Council and committee meetings and all members are accurately reported. Poonam Sharma has attendance issues with Planning Council. Executive Council looks good. Ronald Lee has been contacted on numerous occasions via



Roberta Stewart & Brian Kuerze, Co-Chairs

phone, email, and US Mail without response, today he is officially removed from the council. Poonam Sharma is in danger of being removed from council because of committee attendance as well.

6. 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 received (1) new Planning Council applications 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.
7. Tom Butcher reported on Financial and Administrative updates and will talk about this in detail later on in our agenda.
8. Suggestion to move Mem/Fi to Friday before Executive from 9:30 to 10:30 to increase participation and reduce the inability to meet quorum. It will make meeting days similar in time. First Thursday will be 4hrs while second Friday will be 4.5hrs. It will also allow for a good teaching tool about what will take place in PC. Next week at the Executive Committee, talk about moving the Mem/Fi meeting. Let's talk about this now:
 - Various opinions were heard and these are the 2 scenarios that came about:
 - a. Moving M/F to the same day as EC and PC. EC would begin 9:30am – 11:00am, M/F 11:00am – 12:00pm, PC 12:00pm – 2:00pm. There are still some concerns regarding timeliness of application approval with this scenario.
 - b. Combining Membership into QI and Finance into SPAWe will continue to discuss this when Roberta and Brian return next month.
9. The next meeting of the Membership/Finance committee will be held on Thursday, September 4, 2014 at the Burrough's Community Center from 2:00pm-4:00pm.
10. Current Parking Lot Items
 - a. Examine 3 year Emergency Financial Assistance budgeted VS. spend trend
 - The committee asked that this reflect a (5) year trend and would like to request that data
 - If it's possible, can the committee see where the EFA extra funds were allocated to?
 - There is also a typo on 2011 Cost Per Client – it should be \$376.66
 - Are there differences by regions regarding the reallocation of the EFA funds?
 - 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

(5.0) Presentation of The Assessment of the Administrative Mechanism

Thomas presented this which included a summary of the process, the actual questions asked of the Grantee and the answers from the Grantee.

Ric made a motion to approve the findings of the Assessment of the Administrative Mechanism and Joanne seconded it:



Roberta Stewart & Brian Kuerze, Co-Chairs

For: (5) Montgomery, Browne, Muniz, Ortiz, Jenkins

Against: None

Abstain: (0)

(6.0) Grantee's Report

Tom Butcher, the grantee presented on this.

- Carry over request of the formula funding, 98.4% has been expended FY13. \$17, for Carry-over. Grantee will need to know from the PC how to expend the carryover money.

VOTE on this: Ric will make a motion to approve the \$17,986 to be used for labs and divided evenly throughout the regions.

- Site visits are going well
- Grant application is due in September this year.
- All contracts are completed
- Lakeisha is working on the draw down documents
- This upcoming year because of the delay of the award, the Assessment of the Administrative Mechanism may be different for this year.

(7.0) New/Old Business

- **Planning Council Training**

This month's training will be presented by Thomas Schucker. He will give an overview of the findings of the Insurance data that was collected by the regions regarding what insurance coverage their clients have.

- **Future Planning Council Trainings**

- a. For September - Jeff will brief everyone on the process for FY 2015 PSRA that will be decided at the SPA meeting in August.

- **Review Planning Council Agenda**

The planning council agenda was reviewed and it was determined that it was fine.

- **Planning Council Survey Themes**

This was discussed earlier in this meeting

- **Parking Lot Items**

There are no parking lot items

11. Upcoming Planning Council Meetings

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

12. Announcements

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

There were no announcements

Adjournment – 11:30am

Attendance Record - 2014

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

Guests: Jamel Farmer