



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, August 15, 2014
Start Time: 12:09 pm
End Time: 1: 45 pm
Location: The Burrough's Community Center
Presiding Chair: Ric Browne
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from June 13, 2014 meeting minutes

(1.0) Moment of Silence

Ric Browne 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

Ric 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

- There was none

(5.0) Approval of June 13, 2014 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Bob Sideleau

For: (8) Sanchez, Delgado, Tierney, Mitchell, Muniz, Sideleau, Montgomery, Browne

Against: (0)

Abstain: (4) Jenkins, Ortiz, Romanik, Browne

(6.0) 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



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

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

Joanne made a motion to approve the updated FY2015 Service Category Definitions:

For: (10) Sanchez, Delgado, Tierney, Mitchell, Muniz, Sideleau, Browne, Jenkins, Ortiz, Romanik

Against: (0)

Abstain: (2) Browne, Montgomery

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.



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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 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. We 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.

(7.0) Grantee's Office Reports

Tom Butcher, Grantee, gave the following report:

- Carry over request of the formula funding, 98.4% has been expended FY13. \$17,939 for Carry-over. Grantee will need to know from the PC how to expend the carryover money.

VOTE: Ric made a motion to approve the carryover money in the amount of \$17,939 to be used for labs and divided evenly throughout the regions.



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For: (13) Sanchez, Delgado, Tierney, Mitchell, Muniz, Sideleau, Browne, Jenkins, Ortiz, Romanik, Montgomery, Kidder, Geter

Against: (0)

Abstain: (1) Browne

- Site visits are going well; some providers are having fiscal visits as well as QI visits.
- Grant application is due on September 19th this year.
- All contracts are completed
- Lakeisha is working on the draw down documents
- Tom reviewed this year's result for the Assessment of the Administrative Mechanism.
- This upcoming year because of the delay of the award, it was not received until May; the Assessment of the Administrative Mechanism results may be different for this year.

(8.0) New/Old Business

- **Planning Council Training**

Thomas Schucker presented the data collected from all regions regarding the different insurance plans that clients in our EMA currently have. This data will also be considered when working on the PSRA process. The regional leads were encouraged so share their experiences with this.

(9.0) Regional Updates

- Region I (New Haven): Chris Cole
- Region II (Waterbury): Nadine Repinecz
- Region III (Bridgeport): Nancy Kingwood
- Region IV (Stamford/Norwalk): Lauren Tierney
- Region V (Danbury): none

These regional leads contributed to the discussion regarding the presentation of the insurance coverage within the clients of our EMA.

(10.0) Community Input

- There was none

(11.0) Announcements

- Joanne shared RNP the DPH will be going into North Avenue Jail to liscense RNP to dispense methadone. The Detox beds will be open in 2 weeks for a total of 27 beds
- Waterbury Region will be holding their community picnic on August 29th
- There will be CIPA training in Waterbury coming up open to anyone who would like to participate.

(12.0) Planning Council Feedback

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

(12.0) Adjournment - The meeting adjourned at 1:45pm



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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

Attendance Record – 2014

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne Co-Chair (QI)	X	WE	-	A	X	X	X			
2.	Sabrina Delgado	-	-	-	-	-	-	X			
3.	Heather Garofalo	X	WE	X	A	X	X	A			
4.	Heidi Jenkins Co-Chair (SPA)	X	WE	X	A	X	A	X			
5.	Jerod Geter	-	-	-	-	-	X	X			
6.	Tom Kidder	X	WE	X	X	A	X	X			
7.	Brian Kuerze PC Co-Chair	X	WE	X	X	X	X	A			
8.	Sylvia Mitchell	-	-	-	-	X	X	X			
9.	Joanne Montgomery Co-Chair (SPA)	A	WE	X	X	X	X	X			
10.	Raphael Muniz Co-Chair (QI)	-	-	-	X	X	X	X			
11.	Alex Ortiz Co-Chair (MF)	X	WE	A	X	X	A	X			
12.	Christine Romanik	X	WE	A	X	X	A	X			
13.	Mark Sanchez	-	-	-	-	-	-	X			
14.	Poonam Sharma	A	WE	X	A	A	X	X			
15.	Robert Sideleau	X	WE	X	X	X	X	X			
16.	Roberta Stewart PC Co-Chair	X	WE	X	X	X	X	A			
17.	Lauren Tierney	A	WE	X	X	X	X	X			
18.	Dennis Torres	X	WE	X	X	X	A	A			
19.	Ryan White Office	X	WE	X	X	X	X	X			
20.	Planning Council Staff	X	WE	X	X	X	X	X			
21.	% of Council present:	82%	-	81%	75%	81%	71%	78%			

Guests: Jamel Farmer, Jocelyn Torres, Juana Clarke, Nadine Repinecz, Gloria Batista, Jackie Robertson, Jose Aquino, Cam Crosby, Chris Cole, Jen Loschiavo, Nancy Kingwood