



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, October 10, 2014
Start Time: 9:35 am
End Time: 11:34 am
Location: The Burrough's Community Center
Presiding Chair: Brian Kuerze
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 15, 2014 and September 12, 2014

(1.0) Moment of Silence

Brian called the meeting to order at 9:35 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Brian welcomed everyone.

(3.0) Co-Chair Announcements

There were no announcements

(4.0) Approval of August 15, 2014 Minutes

A motion to approve the minutes was made by Alex Ortiz and seconded by Ric Browne.

For: (4) Ortiz, Jenkins, Browne, Muniz

Against: None

Abstain: (2) Kuerze, Stewart

Approval of September 12, 2014 Minutes

A motion to approve the minutes was made by Alex Ortiz and seconded by Roberta Stewart.

For: (3) Ortiz, Jenkins, Stewart

Against: None

Abstain: (3) Browne, Muniz, 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 October 2nd

1. We reviewed the minutes from the September 4, 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.



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3. We reviewed the Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White. This will be an ongoing discussion and at this time we are going to invite Access Health to our November Planning Council meeting to give training.
4. We also discussed the PSRA process that took place and there were several suggestions regarding the types of data that we should collect and how to ensure that the committee has enough time to request the data needed and use that data for the PSRA process for FY2016.
5. We reviewed the Directives for 2015 and spent a great deal of time on Directive 1.1 which defines the regional allocation percentages. We looked at a presentation which included data from the CTDPH and also from our CAREWare system. Data integrity was a theme that was a concern and wondering whether or not this data was sound enough to make decisions. The outcome was that an action plan will be created so that moving forward for next year's Directive process, we'll have the necessary data in time to make better informed decisions. This committee will continue working on these Directives at next month's SPA meeting.
6. The topic for November's regional lead discussion will be to ask the regions how they ensure data integrity and also we'll explain to them how we use this data to do the work of the Planning Council
7. We have a parking lot item:
 - For the PSRA Process: Please use datasets that ask the same questions. It's difficult to use data that asks different questions and weigh it appropriately. (During this there was a discussion regarding funding that allows us to conduct more current surveys throughout the region). Also, please present program Income information regarding reimbursement for services by region. Also, redo the insurance survey 90 days after the open enrollment period ends.

b. QUALITY IMPROVEMENT

Raphael Muniz gave the following report:

Here is a summary of our meeting that was held last Thursday, October 2, 2014:

1. We reviewed minutes from September 4, 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. Casey Hoffman presented information on the National HIV/AIDS Strategy. The presentation included the NHAS goals, the baseline from 2011, and data from the years 2011-2014. All data presented was collected during the chart audits that were done.
4. She also presented the Agency Specific 'Plan to do' Study Act (PDSA) Initiatives and focused on Early Intervention Services in each region. There was a request that we link the service categories with each bar on the treatment cascade to better ensure that our priority setting process and regional allocations determinations are as accurate as can be. HRSA is focusing on the treatment cascade and using this to evaluate all data. Lastly the DPH is working on a 5 year research project with Yale for PLWHA and truly determining what motivates people to come back into care and stay in care. The information in the eHARS (Enhanced HIV/AIDS Reporting System) database will be linked with the findings of this project. The funding through this is through a grant from the CDC.
5. There are currently no items in the parking lot.
6. Heidi also shared that she has requested information regarding the treatment cascade by region from the DPH up to 2012 and this will help with trends for the last 5 years as well.



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(5.0) Grantee's Report

Tom Butcher, the grantee presented on this.

- The grant has been submitted
- They are going out to bid for a new Quality Improvement contract.
- Once he receives all site visit reports, he'll build in the financial piece as well. The report will include Quality, Program and Fiscal components.
- The Financial report for the first 6 months of the fiscal year was requested for today's M/F meeting but has not yet been completed.
- If Tom determines that this report is not to Tom's satisfaction, this will be presented next month.
- HRSA is looking for a plan from the council to increase our consumer non-conflicted status on our reflectiveness.

(6.0) New/Old Business

- **Planning Council Training**

Thomas Schucker will present on the process of Directives.

- **Future Planning Council Trainings**

- a) For October - Thomas will give a presentation on the process of Directives
- b) For November – We'll ask Access Health CT to come and give training and also Lauren Tierney will give training on CIPA as well.
- c) For January – Heidi will give training on the data collected from DPH on the treatment cascade by region. This will also be summarized at the QI meeting.

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

There are no parking lot items. A request was made to all committees to have them resolve all parking lot items or to review their items and create a plan of action to remedy the item.

1. Upcoming Planning Council Meetings

- SPA –Thursday, November 6th, 10:00am – 12:00pm
- QI –Thursday, November 6th, 12:00pm – 2:00pm
- MF – Friday, November 14th, 10:30am – 11:30am
- Executive Committee – Friday, November 14th, 9:30am – 10:30am
- Planning Council- Friday, November 14th, 12:00pm – 2:00pm

2. Announcements

Ric announced that he will be going out on medical leave until December 12th and will not be in attendance until that month. We all wish Ric the best!

Adjournment – 11:34 am

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



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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	A	X	
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	WE	X	A	X	A	X	X	X	
3	<i>Brian Kuerze PC Co-Chair</i>	-	-	-	-	X	X	A	A	X	
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	X	X	X	X	X	A	A	
5	Raphael Muniz	-	-	-	-	-	-	X	A	X	
6	Alex Ortiz (Membership/Finance Co-Chair)	X	WE	A	X	X	A	X	X	X	
7	<i>Roberta Stewart PC Co-Chair</i>	X	WE	X	X	X	X	A	X	X	
	Ryan White Office	X	WE	X	X	X	X	X	A	X	
	Planning Council Staff	X	WE	X	X	X	X	X	X	X	
	% of Committee present:	71%	-	63%	67%	100%	67%	71%	50%	86%	