



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 10, 2014
Start Time: 12:00 pm
End Time: 1: 45 pm
Location: The Burrough's Community Center
Presiding Chair: Brian Kuerze
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from September 12, 2014 meeting minutes

(1.0) Moment of Silence

Brian called the meeting to order at 12:00 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

Brian 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

- The Membership Finance Committee meeting time and day has been changed to the same Friday as the Executive Committee and Planning Council Meetings. The times are the following:
Executive Committee: 9:30am – 10:30am
Membership Finance Committee: 10:30am – 11:30am
Planning Council: 12:00pm – 2:00pm

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- Carticia Hall spoke about her non-profit group called Buck's for Bud and they are having a trick or trunk to reach out the families of PLWHA from 4 – 7 at 548 Central Avenue in Bridgeport on October 26th.
- A guest spoke about his diagnosis with HIV and how staying in care is important.
- A Thanksgiving Luncheon will be held at Waterbury Hospital on November 20th.
- GBAPP will be having a World AIDS day on Monday, December 1st.

(5.0) Approval of September 12, 2014 Meeting Minutes

A motion to approve the minutes was made by Alex Ortiz and seconded by Christine Romanik

For: (9) Mitchell, Delgado, Jenkins, Romanik, Sanchez, Muniz, Ortiz, Stewart

Against: (0)

Abstain: (5) Browne, Garofalo, Geter, Kuerze, Tierney



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(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 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.
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. Lauren Tierney has volunteered to move to the needs assessment committee in CHPC to help with our data collection.
8. Ken Teel mentioned that the Planning Council may want to look at the way that other Social Services are checking for data integrity and we may want to look into this.
9. 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



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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.

c. MEMBERSHIP/FINANCE

Alex Ortiz gave the following report:

Here is a summary of our meeting that was held this morning October 10, 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. All activities are right on target.
3. The Planning Council feedback form was reviewed from Planning Council meeting held on September 12, 2014 and all feedback was very favorable.
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 gain more members to help with this number.
5. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.
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 (3) new Planning Council applications and it was decided that these applicants 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. We also approved one new member who had met the attendance requirements and we will now vote on the application of Kenneth McLellan to Planning Council. Many Planning Council members commented on his enthusiasm, positive attitude, sense of responsibility and a great commitment.

VOTE: Alex Ortiz made a motion to approve the Planning Council Application of Kenneth McLellan, since this comes from committee it doesn't need a second:

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

Against: (0)

Abstain: (1) Kuerze

7. Tom Butcher will report on Financial and Administrative updates and will talk about this in detail later on in our agenda.



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8. We discussed the need for a new co-chair and Jerod Geter was suggested. Jerod said he would take this into consideration and check with his employer to make sure it would be OK.
9. The next meeting of the Membership/Finance committee will be held on Friday, November 14, 2014 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Reports

Tom Butcher, the grantee presented on this.

- The grant for FY2015 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. Staff is putting this together and will give it to Tom by the end of next week.
- They will look into doing studies to help update the datasets that we've been using. Also looking more into the affordable care act and its effect.
- Their office will have an estimate for the Unobligated Balance and present this to the M/F committee in November.
- The Expenditures by Service Categories report was received by Tom today. At a glance it looks good but he would like more time to go over this in depth but so far, everything looks good.

(8.0) New/Old Business

• Planning Council Training

Thomas Schucker presented on the process of Directives for our EMA. This included the following:

1. Roles of the CEO, Grantee and Planning Council
2. A review of the current Directives for FY2014
3. What changes may be needed for FY2015?

(9.0) Regional Updates – How do you ensure eligibility in your region? Every Client in the Ryan White System must go through and eligibility process.

- Region I (New Haven): Chris Cole – All clients have a flag in the system and comes up and they are called and reminded of eligibility. If they do not comply and come in to see their provider, then they are marked 'ineligible' until they come back into care. They used a 'closed system' model.
- Region II (Waterbury): There was no lead in attendance
- Region III (Bridgeport): Nancy Kingwood – They use a 'closed system' model and their clients are all entered into CAREWare and assigned to a case manager. Sometimes though dealing with substance abuse cases, their eligibility is done and they are entered into CAREWare but they may not have a case manager and they can still receive services.
- Region IV (Stamford/Norwalk): Lauren Tierney – They use a 'closed system' model. Their clients are referred to a case manager and all the paperwork is completed and clients are followed up on regularly.
- Region V (Danbury): Roberta Stewart – They are in process of determining whether they should move to a 'closed system' officially. They are currently using their case manager to ensure



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eligibility with each client. If there are clients who may slip out of care, they are assisted in bringing their eligibility current in order to receive the services that they need.

Summary: All regions are using a 'closed system' of care in order to maintain eligibility with their clients. Ryan White Services Report from CAREWare is a great tool to use to ensure that all data that is needed can be found here and missing data will be more obvious. Data sharing is an extremely important piece of eligibility and ensuring this across the EMA.

(10.0) Community Input

- AIDS Walk 25 year anniversary is coming up in Bridgeport and there are t-shirts for sale, this is happening on 10/11. Vendors will be there and there are still spots available

(11.0) Announcements

- AIDS Project Danbury is looking for a licensed clinician.

(12.0) Planning Council Feedback

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

Adjournment - The meeting adjourned at 1:52pm

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

Attendance Record – 2014

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	X	X	A	X	
2.	Sabrina Delgado	-	-	-	-	-	-	X	X	X	
3.	Heather Garofalo	X	WE	X	A	X	X	A	A	X	
4.	Heidi Jenkins Co-Chair (SPA)	X	WE	X	A	X	A	X	X	X	
5.	Jerod Geter	-	-	-	-	-	X	X	A	X	
6.	Tom Kidder	X	WE	X	X	A	X	X	X	X	
7.	Brian Kuerze PC Co-Chair	X	WE	X	X	X	X	A	A	X	
8.	Sylvia Mitchell	-	-	-	-	X	X	X	X	X	
9.	Joanne Montgomery Co-Chair (SPA)	A	WE	X	X	X	X	X	A	A	
10.	Raphael Muniz Co-Chair (QI)	-	-	-	X	X	X	X	X	X	
11.	Alex Ortiz Co-Chair (MF)	X	WE	A	X	X	A	X	X	X	
12.	Christine Romanik	X	WE	A	X	X	A	X	X	X	
13.	Mark Sanchez	-	-	-	-	-	-	X	X	X	
14.	Poonam Sharma	A	WE	X	A	A	X	X	A	A	
15.	Robert Sideleau	X	WE	X	X	X	X	X	X	A	
16.	Roberta Stewart PC Co-Chair	X	WE	X	X	X	X	A	X	X	
17.	Lauren Tierney	A	WE	X	X	X	X	X	A	X	
18.	Dennis Torres	X	WE	X	X	X	A	A	X	A	
19.	Ryan White Office	X	WE	X	X	X	X	X	X	X	
20.	Planning Council Staff	X	WE	X	X	X	X	X	X	X	
21.	% of Council present:	82%	-	81%	75%	81%	71%	78%	61%	78%	

Guests: Inthiany Ardila, Jackie Robertson, Jose Aquino, Laura Vieira, Kenneth McLellan, Ken Teel, Linda Robinson, Frances Myers, Chris Cole, Jim Pettinelli, Charlotte Teel, Jen Loschiavo, LaJune Polland, Leslie Jones, Tavon Brown, Nancy Kingwood, Victoria Dicks, Ryan Grant, Dianne Washington, Cam Crosby