



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, November 14, 2014
Start Time: 12:05 pm
End Time: 1: 46 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from October 10, 2014 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:05 p.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

- Welcome to Jerod Geter who is the new Membership/Finance Committee Co-Chairperson

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- Waterbury Hospital will be holding their annual Thanksgiving Luncheon on Wednesday, November 20th from 12:30pm – 2:30pm

(5.0) Approval of October 10, 2014 Meeting Minutes

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

For: (12) McLellan, Delgado, Jenkins, Geter, Muniz, Ortiz, Romanik, Garofalo, Mitchell, Tierney, Sanchez, Kuerze

Against: (0)

Abstain: (3) Montgomery, Stewart, Sideleau

(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 November 6, 2014.

1. We reviewed the minutes from the October 2, 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. Jeff gave a presentation titled: HIV/AIDS in the Post-Continuum ERA: Federal and State Priorities. He reviewed the information regarding Connecticut and New York State.
4. We reviewed the Directives for FY2015 and it was decided to keep these the same as FY2014. A vote was taken and the committee approved this.

VOTE – I would like to make a motion to accept the FY2015 Directives without any changes from FY2014 except for the year correction

For: (13) McLellan, Delgado, Jenkins, Geter, Muniz, Ortiz, Romanik, Garofalo, Mitchell, Tierney, Sanchez, Kuerze, Sideleau

Against: (0)

Abstain: (2) Montgomery, Stewart

5. We also talked about conducting a new study. The grantee has allocated \$20,000 to conduct this study and it was determined that that the committee would like to see the EMA's treatment cascade by region and population as best we can and use this information for next year's PSRA process.
6. It was decided that there would be no topic for Regional Leads for January's meeting.
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, November 6, 2014:

1. We reviewed minutes from October 2, 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 HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures and determine "new" measures. This included the methodology for 2014 Site Visits the outcomes of the review of 2013 Charts. Things such as the details about how long it takes a client to enter care and their pathway were analyzed by population and Standard of Care Compliance was also presented in terms of a trend line of core funded services from 2005-2013. Tom Butcher talked in detail more about the site visit findings.
4. There are currently no items in the parking lot.

The next meeting will be held on Thursday, January 8, 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 just held last today on November 14th, 2014

1. We reviewed minutes from October 10, 2014 and they were approved by the committee.



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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 also voted on the Carryover Estimate for the Unobligated Balance presented by Tom Butcher, the grantee and have approved this to move to Planning Council for final approval.

Roberta Stewart made a motion to approve the FY2014 estimated carryover funds in the amount of \$34,970.42 to be used for Ambulatory Outpatient Medical Care – Laboratory Services to be divided equally among the regions.

For: (14) McLellan, Delgado, Jenkins, Geter, Muniz, Ortiz, Romanik, Garofalo, Mitchell, Tierney, Sanchez, Kuerze, Sideleau, Montgomery

Against: (0)

Abstain: (1) Stewart

4. The Planning Council feedback form was reviewed from the Planning Council Meeting held on October 10th and all feedback was very favorable.
5. 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 16%. We are in need of individuals who will help increase this number.
6. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.
7. We also discussed the Membership Recruitment Campaign and reviewed the Planning Council Recruitment Plan that was given to the grantee for HRSA.
8. We also decided that the New Member Planning Council training will be held immediately following the February Planning Council meeting on February 13, 2015.
9. 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 have (3) Planning Council applications where the attendance requirement has been met and they were approved to be moved to Planning Council for final approval.

Alex Ortiz made a motion to approve the Planning Council Applications of Jackie Robertson, Charlotte Teel and Chris Cole who have met the attendance requirement to become a member.

For: (15) McLellan, Delgado, Jenkins, Geter, Muniz, Ortiz, Romanik, Garofalo, Mitchell, Tierney, Sanchez, Kuerze, Sideleau, Montgomery, Stewart

Against: (0)

Abstain: (0)

10. Tom Butcher reported on Financial and Administrative updates and will talk about this in detail later on in our agenda.
11. We discussed the need for a new co-chair and Jerod Geter was suggested. Jerod has accepted this position. Welcome Jerod!
12. The next meeting of the Membership/Finance committee will be held on Friday, January 16, 2015 at the Burrough's Community Center from 10:30am – 11:30am.



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(7.0) Grantee's Office Reports

- Tom Butcher, the grantee presented this report.
- The Expenditures by service category report was presented by total EMA and then broken out by region.
- Overall the % of expense for this point in the year was very good at 55.37% with a target goal of 58%. This actual is still within a very good range.
- All region leads have been contacted by the Grantee to review these percentages and identify any areas of concern.
- The approved unobligated balance paperwork will be given to HRSA earlier than the deadline requirement.
- Arvil is working with the regions to clean up the data that is entered in CAREWare by the regions.

(8.0) New/Old Business

• **Planning Council Training**

Lauren Tierney presented on CIPA, Connecticut Insurance Premium Assistance. She provided a fact sheet for all attendees. Her presentation included eligibility requirements, application processes, health insurance choices and guidelines for health insurance premium purchase and continuation through CIPA.

(9.0) Regional Updates – How do you ensure data integrity in your region?

- Region I (New Haven): Chris Cole – in MCM they have done a great deal of work in regards to integrity but not as well in Primary Care. They don't have the staffing to ensure data integrity in Primary Care. Chris is going to look further into this as his initial request was misunderstood for data security
- Region II (Waterbury): Nadine Repinecz – They meet regularly where they pull together their MCM and EIS specialists and have CAREWare trainings. They also have a data coordinator that ensures accuracy of data. They've also began a quality process within their region that will also ensure data integrity.
- Region III (Bridgeport): Nancy Kingwood – They have monthly subcontractors meetings that addresses the data integrity, sharing requests, looking at RSR data, HAB measures and also using the annual chart audits and monthly data reviews at the subcontractors meetings.
- Region IV (Stamford/Norwalk): Lauren Tierney – They have just hired a program assistant. They have all MCMs review CAREWare for their clients; they review the RSR to find any holes in data. They've spoken about having a data integrity meeting about 4 times a year. They've just started to review and approve data requests. They review any data that may be questionable and verify this data regularly.
- Region V (Danbury): Roberta Stewart – they have a monthly continuum meeting that looks at their cases and the data attached to see if data is being entered correctly. They have a weekly case conference meeting with MCMs and EIS personnel to verify new cases and ensure accuracy in CAREWare. They are going to begin having data integrity meetings to identify any data accuracy issues.

(10.0) Community Input

- There was none



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(11.0) Announcements

- AIDS Interfaith will have a World AIDS Day Interfaith Service on Monday, December 1st at 7:00pm at the First United Methodist Church in Stamford.
- Fresh Food Start has 50 spots available for Thanksgiving Food Baskets at 600 Hallett Street in Bridgeport.
- World AIDS Day in Bridgeport at UB on Monday, December 1st from 11:00am – 2:00pm
- New Haven World AIDS Days will be on 12/5 on the New Haven green starting at 1:45pm.
- HIV Community Calendar located on GuardianHealth.org has a listing of all these activities.

(12.0) Planning Council Feedback

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

Adjournment - The meeting adjourned at 1:46pm

Upcoming Planning Council Meetings –

- SPA –Thursday, January 8th, 10:00am – 12:00pm
- QI –Thursday, January 8th, 12:00pm – 2:00pm
- MF – Friday, January 8th, 10:30am – 11:30am
- Executive Committee – Friday, January 16th, 9:30am – 10:30am
- Planning Council- Friday, January 16th, 12:00pm – 2:00pm

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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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	A	X	A
2.	Sabrina Delgado	-	-	-	-	-	-	X	X	X	X
3.	Heather Garofalo	X	WE	X	A	X	X	A	A	X	X
4.	Heidi Jenkins Co-Chair (SPA)	X	WE	X	A	X	A	X	X	X	X
5.	Jerod Geter	-	-	-	-	-	X	X	A	X	X
6.	Tom Kidder	X	WE	X	X	A	X	X	X	X	A
7.	Brian Kuerze PC Co-Chair	X	WE	X	X	X	X	A	A	X	X
8.	Kenneth McLellan	-	-	-	-	-	-	-	-	-	X
9.	Sylvia Mitchell	-	-	-	-	X	X	X	X	X	X
10.	Joanne Montgomery Co-Chair (SPA)	A	WE	X	X	X	X	X	A	A	X
11.	Raphael Muniz Co-Chair (QI)	-	-	-	X	X	X	X	X	X	X
12.	Alex Ortiz Co-Chair (MF)	X	WE	A	X	X	A	X	X	X	X
13.	Christine Romanik	X	WE	A	X	X	A	X	X	X	X
14.	Mark Sanchez	-	-	-	-	-	-	X	X	X	X
15.	Robert Sideleau	X	WE	X	X	X	X	X	X	A	X
16.	Roberta Stewart PC Co-Chair	X	WE	X	X	X	X	A	X	X	X
17.	Lauren Tierney	A	WE	X	X	X	X	X	A	X	X
18.	Dennis Torres	X	WE	X	X	X	A	A	X	A	A
19.	Ryan White Office	X	WE	X	X	X	X	X	X	X	X
20.	Planning Council Staff	X	WE	X	X	X	X	X	X	X	X
21.	% of Council present:	82%	-	81%	75%	81%	71%	78%	61%	78%	83%

Guests: Inthiany Ardila, Jackie Robertson, Jose Aquino, Laura Vieira, Chris Cole, Tavon Brown, Nancy Kingwood, Victoria Dicks, Cam Crosby, Vickie Hanna, Yamilla Smith, Nadine Repinecz, Jocelyn Torres, Sara Burns, Dustin Pawlow, Patricia Ducatel