

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Heidi Jenkins & Joanne Montgomery, Co-Chairs

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## Strategic Planning & Assessment Committee Meeting Minutes

**Meeting Date:** Thursday, April 2, 2015  
**Start Time:** 10:02am  
**End Time:** 11:50am  
**Location:** Burrough's Community Center  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

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### Summary of Committee Business Votes

- Approval of Minutes from the January 8, 2015 meeting

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws

### Staff Member Assignments

#### (1.0) Moment of Silence

Joanne called the meeting to order at 10:00 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

All participants introduced themselves.

#### (3.0) Co-Chair Announcements

There were none

#### (4.0) Approval of January 8, 2015 Meeting Minutes

A motion to approve the January 8, 2015 minutes was made by Kenneth McLellan and seconded by Roberta Stewart

**For: (5)** McLellan, Kuerze, Tierney, Stewart, Jenkins

**Against: (0)**

**Abstain: (3)** Cole, Torres, Montgomery

#### (5.0) New Business/Old Business

##### a. Review the Strategic Planning and Assessment Planning Council Activity Timeline

The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.

##### b. Review Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White

Jeff presented the original MCM Health Insurance Coverage Survey that was used in June – July for Medical Case Managers to evaluate their clients and their insurance status. Each question was reviewed. The following updates were made:

1. Under question 1, please change – Unsurable (Ryan White Part A) change to:  
Uninsured because of:
  - a. Undocumented

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- b. Over income for public insurance and cannot afford private insurance
- c. Other \_\_\_\_\_
2. Also under question 1, please change – Uninsured CADAP for RX ONLY to - Of your uninsured listed above, how many are CACAP for RX ONLY?
3. Please Add – Have you lost insurance coverage in the last 6 months and if so, why?
4. Please Add – United Healthcare among the health insurance plan offerings.

Joanne Montgomery made a motion to accept these changes and Tom Kidder seconded it.

**For: (10)** McLellan, Kuerze, Tierney, Stewart, Jenkins, Kidder, Ducatel, Cole, Torres, Rivera, Montgomery

**Against: (0)**

**Abstain: (0)**

Staff will make these changes to this survey and e-mail these changes to all Planning Council Members.

## c. Discuss Priorities and Allocations Process

Jeff presented the previously used datasets and explained the process. Many concerns were heard and questions were asked:

1. The 2012/2013 In Care dataset is very old and not relevant at this time.
2. Do we get rid of the 2012/2013 Consumer Forum dataset, it's the same age as the In Care dataset
3. Do we keep the Red Ribbon Exercise since it's the newest, yes we do.
4. The grant guidance focus is unaware and out of care individuals.
5. It was recommended that the MCM ask all their clients the same question from the In Care dataset from 2012/2013 In the past 12 months which of the following HIV care services did you need and could not get?
6. Could we add this question to the MCM survey?
7. There may be another question that needs to be asked instead that impacts our planning more strongly.
8. Do the consumers understand the questions that are being asked clearly?
9. Another question could be, "What services keep you in care?"
10. A recommendation was made that we don't throw old data sets out; we just give it a lower ranking.

### In Summary:

- a. It was decided to weight the In Care Dataset from 2012/2013 lower and keep it at this time.
- b. At the same time, create questions that will be asked and with enough participation from consumers in the region, will be used and weighed higher and will be used to update some of the existing datasets. Survey questions will be sent out to all PC members to review. Staff will call all clients from the CAREWare database and ask them the survey questions.
- c. Remove the Consumer Forum Dataset

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- d. Keep Red Ribbon Exercise
- e. Keep 2013 QI dataset will be updated through QI. Follow up with Tracy and see if she can get more updated data.
- f. Remove the following datasets: MSM, Return to Care, Foreign Born, IRR and Youth MSM.
- g. Use the new dataset which would be outcome of the SNAP survey.
- h. An adhoc committee was established to work on this and parameters will be set up to established goals and meet at 8:30am – 10:00am before the SPA meeting monthly until September. The committee will include Tom Kidder, Roberta Stewart, Lauren Tierney, Joanne Montgomery, Heidi Jenkins and Chris Cole. This committee will develop a usable dataset to use for PSRA 2017.

- **MCM Health Insurance Coverage Survey**

This was discussed under the topic of ‘Review Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White’

- **Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information**

This was discussed under the topic of ‘Discuss Priorities and Allocations Process’

- **Unresolved Parking Lot Items**

1. 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.
2. Present program Income information regarding reimbursement for services by region.
3. A Circle of Care new model will be created and addressed in the annual PSRA process.

**(6.0) Announcements**

There were none

**(8.0) Adjournment**

The meeting adjourned at 12:00pm.

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**Strategic Planning and Assessment Committee Attendance Record – 2015**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Ric Browne	A			A						
2.	Christopher Cole	A			X						
3.	Sabrina Delgado	A			A						
4.	Patricia Ducatel				X						
5.	Heather Garofalo	X			A						
6.	<b>Heidi Jenkins Co-Chair</b>	X			X						
7.	Tom Kidder	X			X						
8.	<i>Brian Kuerze PC Co-Chair</i>	X			X						
9.	Kenneth McLellan	X			X						
10.	<b>Joanne Montgomery Co-Chair</b>	X			X						
11.	Raphael Muniz	A			A						
12.	Alex Ortiz	A			A						
13.	Johnny Rivera	-	-	-	X						
14.	Jackie Robertson	A			A						
15.	Christine Romanik	A			A						
16.	Mark Sanchez	A			A						
17.	Robert Sideleau	A			A						
18.	<i>Roberta Stewart PC Co-Chair</i>	X			X						
19.	Charlotte Teel	A			A						
20.	Ken Teel	-			A						
21.	Lauren Tierney	X			X						
22.	Dennis Torres	A			X						
	Ryan White Office	X			X						
	Planning Council Staff	X			X						
	% of Council present:	40%			50%						

Guests: Daphne McLellan, Tyrone Robinson