

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, June 12, 2015
Start Time: 9:38 am
End Time: 10:45 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the April 10, 2015 and May 8, 2015

(1.0) Moment of Silence

Roberta called the meeting to order at 9:38 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

- Brian Kuerze has resigned as Co-Chair of the Planning Council. We will move forward with the process to find another co-chair to take Brian's place.

(4.0) Approval of April 10, 2015 Minutes

Joanne Montgomery made a motion to approve the April 10, 2015 minutes and Ric Browne seconded it.

For: (3) Jenkins, Muniz, Montgomery

Against: (0)

Abstain: (2) Browne, Stewart

Ric Browne made a motion to approve the May 8, 2015 minutes and Joanne Montgomery seconded it.

For: (3) Browne, Muniz, Montgomery

Against: (0)

Abstain: (2) Jenkins, Stewart

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Here is a summary of our meeting that was held on June 5, 2015

1. We reviewed the minutes from the May 7, 2015 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. Adhoc Committee Update:



Roberta Stewart & Brian Kuerze, Co-Chairs

- The Adhoc committee reviewed data supplied by the Ryan White Office and by the Department of Public Health. The data presented was reviewed and it was determined that the Ryan White Office will run more reports:
 - A. An updated report with all parts from 2013 and 2014 on the AOMC and MCM unduplicated client count by region as well as a 2013 and 2014 report for part A only for AOMC and MCM unduplicated client count by region.
- 4. Sara presented the results from the QUICK survey that was completed on May 31, 2015 with 100 participants. It was decided that the committee will use Question #1 for a dataset with the PSRA process which was a question regarding the needs of the clients and Ryan White Services.
- 5. We have parking lot items:
 - 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.
 - Present program Income information regarding reimbursement for services by region.
 - A Circle of Care new model will be created and addressed in the annual PSRA process.
 - Revisit Health Insurance Premium & Cost Sharing Assistance Service Category.
 - Please get the 'Newly Diagnosed Brought Into Care' for 2014 data from Heidi. – This data was presented at our June meeting and this is now closed.

The update on the Medical Case Management Health Insurance Survey was discussed. There was a request regarding whether or not meetings should be recorded moving forward. The committee decided that it would like to record meetings.

- a. The digital records of the recording will be maintained indefinitely and will be the property of the Planning Council.
- b. All meetings would be recorded
- c. Motions and requests for data will be noted on the timeline of the recording.
- d. The message about the recordings will be added to each agenda to notify attendees of recordings.
- e. Requests to hear back a recording, would be made through the co-chair of that committee to the Executive Committee to request recording from staff. Staff will bring the recording in a timely manner back to the Executive Committee for review by that committee and make a ruling and report back to the originating committee.

Ric Browne made a motion to accept recording meetings with the above criteria and Joanne Montgomery seconded it.

For: (6) Browne, Muniz, Montgomery, Robertson, Jenkins, Ortiz

Against: (0)

Abstain: (2) Kuerze, Stewart

A request was made to reach out to all regions to request Part B as well as Part A for the MCM Health Insurance. The SPA Committee will discuss the actual request and see staff with their request. An additional week will be added to the deadline in order the request the data from the Part B offices.



Roberta Stewart & Brian Kuerze, Co-Chairs

A motion was made by Roberta Stewart to extend the meeting another 15 minutes and Ric Browne seconded it.

For: (8) Browne, Muniz, Montgomery, Robertson, Jenkins, Ortiz, Kuerze, Stewart
Against: (0)
Abstain: (0)

The next Strategic Planning and Assessment committee meeting will take place on Thursday, August 6, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

Here is a summary of our meeting that was held on June 5, 2015:

1. We reviewed minutes from May 7, 2015 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. We were on track with all assigned tasks.
3. Tracy Kulik presented the 2014 Site Visit Findings from 2013 Chart Audits. We will data from the 2015 site visits with data from 2014 in a Pathways to Care by Special Population report to use at the special July PSRA meeting.
4. There is one parking lot item:
 - Present the regional PDSA on Syphilis and the baseline from the previous year based on the QM site visit report. In December we will present the results of the PDSA from the EMA. – This item was covered in yesterday's meeting and is considered closed.
5. The next meeting will be held on Thursday, August 6, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

(5.0) Grantee's Report

Tom Butcher, the grantee presented on this.

- Most of the provider contracts and almost completed.
- Money should be coming into the system very soon.
- Corp Counsel is reviewing all of the contracts at this time.
- The final award was received and it is \$11,973.00 less than last year.
- They received a score of 97 out of 100 of their chart audits.

(6.0) New/Old Business

- **Planning Council Training**
Sara will be presenting the results of the QUICK Survey
- **Future Planning Council Trainings**
 - i. August – Present the results of the Administrative Agent
- **Review Planning Council Agenda**
The planning council agenda was reviewed and it was determined that it was fine. Brian Kuerze was asked how he would like to address his resignation to the Planning Council during the meeting today.

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

- **Parking Lot Items**
 There are no parking lot items.

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

- **Announcements**
 There were none

- **Adjournment** – 10:45 am

Attendance Record - 2015

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Ric Browne (Quality Improvement Co-Chair)	X	X	A	A	X	X				
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	A	X				
3	<i>Brian Kuerze PC Co-Chair</i>	A	A	X	X	A	X				
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X				
5	Raphael Muniz (Membership/Finance Co-Chair)	X	X	A	X	X	X				
6	Alex Ortiz (Membership/Finance Co-Chair)	X	X	A	A	A	X				
7	Christine Romanik (Quality Improvement Co-Chair)	-	-	-	-	A	A				
8	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Committee present:	88%	63%	38%	71%	50%	88%				

Planning Council Guests: Jackie Robertson