

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart Co-Chair

Executive Committee Meeting Minutes

Meeting Date: Friday, August 14, 2015
Start Time: 9:44 am
End Time: 10:26 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 12, 2015

(1.0) Moment of Silence

Roberta called the meeting to order at 9:44 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

- Ric Browne will not be here today and Joanne has been in touch with Tom and his treatments are going well. He is currently 2/3 of the way through this process.

(4.0) Approval of June 12, 2015 Minutes

Joanne Montgomery made a motion to approve the June 12, 2015 minutes and Christine Romanik seconded it.

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

Against: (0)

Abstain: (2) Romanik, Stewart

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Here is a summary of our meeting that was held on August 6, 2015

1. We reviewed the minutes from the June 5, 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. Jeff presented a summary of a 'Need to Know' for the National HIV/AIDS Strategy
4. We looked at the results of the MCM Health Insurance Survey and looked at clients who are enrolled in ACA programs and found the impact was minimal on our clients. The committee asked if we could find out more detail regarding the uninsurable clients they are serving.
5. Adhoc Committee Update:
 - The Adhoc committee requested data regarding MAI funding, AOMC & MCM for Part A only for 2013/2014 including unduplicated client count, program income by service category/region and finally the definition from HRSA/OMB of program income for the Ryan White Program part A.

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- We discussed the LGBTQ conference and issues that pertain to the Part A Ryan White Program.
 - The topic of ‘How do we collect data for the FY2017 PSRA process’ was discussed.
 - NH/FF PC will conduct its own Needs Assessment and will collaborate with Staff on creating the appropriate tools to address these needs.
6. Jeff presented the 2015 Statewide Integrated HIV Prevention and Care Assessment and also discussed the discussed the main points from the Comprehensive Plan Guidance released from HRSA.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, September 3, 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 August 6, 2015:

1. We reviewed minutes from June 5, 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 & Rhonda Stewart presented the ‘New Haven-Fairfield Counties EMA: Detailed Findings from 2015 QI Site Visits’ which included data from 31 providers, 1155 charts and several service categories.
4. In reviewing the Service Standards the committee asked to look into Mental Health, SA-In Patient and SA-Out patient. It was decided that at September’s meeting the committee will look at SA-Outpatient. Also, the committee made several data requests from the QM contractor for information regarding the DPH Partner Notification Program, looking into Substance Abuse and possibly separating the service standard for Inpatient and Outpatient.
5. There are currently no parking lot items.
6. The next meeting will be held on Thursday, September 3, 2015 at the Burrough’s Community Center from 12:00pm – 2:00pm.

(5.0) Grantee’s Report

Tom Butcher, the grantee presented on this.

- The office has been very busy with all deadlines for the reports requested by HRSA.
- Since the complete award was received, contracts will be revised accordingly.
- Grant Guidance will be happening from September – November.

(6.0) New/Old Business

• Planning Council Training

Thomas will be presenting the results of the MCM Health Insurance Survey

• Future Planning Council Trainings

- i. September Training – Review results of the Assessment of the Administrative Agent.
 - ii. October Training – National HIV Strategy as it relates to the Comprehensive Plan presentation.
 - iii. A request was made from Joanne to have an updated listing of all providers in the region and what services they offer. A request was made to staff to update the provider directory and update the website and have hard copies on hand at meetings. Staff will collaborate with the Grantee on this and have it ready for September meetings.
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- **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.

- **Parking Lot Items**

There are no parking lot items.

- **Upcoming Planning Council Meetings**

- SPA –Thursday, September 3rd, 10:00am – 12:00pm
- QI –Thursday, September 3rd, 12:00pm – 2:00pm
- MF – Friday, September 11th, 10:30am – 11:30am
- Executive Committee – Friday, September 11th, 9:30am – 10:30am
- Planning Council - Friday, September 11th, 12:00pm – 2:00pm

- **Announcements**

There were none

- **Adjournment – 10:26 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	A			
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	A	X	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	X			
5	Raphael Muniz (Membership/Finance Co-Chair)	X	X	A	X	X	X	X			
6	Alex Ortiz (Membership/Finance Co-Chair)	X	X	A	A	A	X	X			
7	Christine Romanik (Quality Improvement Co-Chair)	-	-	-	-	A	A	X			
8	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Committee present:	88%	63%	38%	71%	50%	88%	86%			

Planning Council Guests: Kenneth McLellan, Mark Sanchez

Guests: Daphne McLellan