



Beverly Leach & Roberta Stewart, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, July 19, 2013
Start Time: 12:03pm
End Time: 1:05 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 10, 2013 meeting minutes

(1.0) Moment of Silence

Roberta Stewart called the meeting to order at 12:03 p.m. 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 and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(3.0) Co-Chair Announcements

- Heidi Jenkins is the new co-chair for the Strategic Planning and Assessment Committee
- There was some confusion with the Co-Chair appointment for the Membership/Finance Committee so this top will go back to committee for a discussion regarding recommendations

(4.0) Parking Lot Issues

There are none

(5.0) Public Comment

There were no comments made

(6.0) Approval of May 10, 2013 Meeting Minutes

A motion to approve the minutes was made by Ronald Lee and seconded by Christine Romanik.

For: (9) – Browne, Cousar, Jenkins, Kidder, Moffett, Ortiz, Romanik, Sideleau, Torres

Against: (0)

Abstain: (4) – Datcher, Lee, Montgomery, Stewart



(7.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

- Reviewed the PCAT. Committee is on track with all assigned activities
- Reviewed the Assessment of the Administrative Agent tool. The committee voted to approve the tool with no changes
- Reviewed Planning Council feedback from May. Feedback was very good and many respondents noted that Leif will be greatly missed
- Reviewed Planning Council attendance. Several members have three absences (either at committee or Planning Council); Staff (Sara) will follow with each member to discuss their attendance
- Reviewed PC membership for federal reflectiveness mandate. The council is at 33% non-conflicted consumer. We need to recruit more consumers to join the council
- Committee reconciled the 2013 Notice of Grant award based on the information supplied by the grantee. The M/F committee recommended two items to Strategic Planning and Assessment to consider when discussing HIV services: 1) Reallocating a portion of Minority AIDS Initiative funding out of Early Intervention Services and into other service categories and 2) allowing regions the flexibility to determine their allocations (this was deemed not possible). The committee also asked for an item to be listed in the Parking Lot for discussion when SPA discusses Directives: “Agencies providing Ryan White services must be financially capable of offering services even without waiting for reimbursement”
- Next meeting is Thursday, August 1st at noon at Burroughs

B. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

- Reviewed the PCAT. Committee is on track with all assigned activities
- Most of the meeting was spent discussing the impact of the 2013 notice of grant award (Roughly \$900,000 less than last year). The committee discussed the two suggestions from Membership/Finance: Reallocating a portion of Minority AIDS Initiative funding out of Early Intervention Services and into other service categories and 2) allowing regions the flexibility to determine their allocations
- Based on expenditure data, the committee felt it best to let the allocations stand. The committee approved the allocations and at this time makes a motion to approve the 2013 allocations as listed on the spreadsheet.
- Next Meeting is Thursday, August 1st from 2-4 p.m. at Burroughs. We will be setting 2014 priorities and reviewing the service category definitions.

Ryan White EMA Planning Council

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- A discussion took place where Roberta shared her recommendation along with Beverly's for Heidi Jenkins to be the new co-chair of the Strategic Planning & Assessment Committee. The Executive Committee agreed.

c. QUALITY IMPROVEMENT

- There was no Quality Improvement Committee meeting this month.
- The next meeting is Friday, August 2nd from 2-4pm at Burrough's.

(8.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- Tom has been working with regions regarding approximately \$900,000 reduction of funding for this upcoming grant year. The spreadsheet with all new allocations has been sent out to all regional leads so everyone can work on their contracts with the reduced funding in mind. This has been done so that there is no gap in services for consumers. Joanne expressed the need to communicate this new funding situation to the clients of RW providers. Tom said at the regional meetings, this can be discussed and the best way for providers to communicate this to all clients will be a topic.
- Tom will follow up with providers with an award letter once the FY 2013 allocations are approved by Planning Council
- The Assessment of the Administrative Mechanism was received by the Grantee from Planning Council Staff and they are collecting their data to determine the outcome if this.

(9.0) New/Old Business

• Planning Council Training

Jeff will present a high level summary of the PSRA process to Planning Council today.

(10.0) Public Comment

- No comments were made

(11.0) Announcements

- Stamford will be having a community Forum to discuss reduction in funding
- Many positions opened at the RNP, please see Joanne for further information
- As of May Waterbury has used up all of their inpatient beds – RNP will cover for them.

(12.0) Planning Council Feedback

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

(13.0) Adjournment - The meeting adjourned at 1:05pm

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Planning Council Committee Meetings –

- a. MF – Thursday August 1, 2013 12:00pm – 2:00pm
- b. SPA – Thursday, August 1, 2013 2:00pm – 4:00pm
- c. QI – Friday, August 2, 2013 12:00pm – 2:00pm
- d. Executive – Friday, August 9, 2013 10:30am – 11:30am
- e. Planning Council- Friday, August 9, 2013 12:00pm – 2:00pm

Attendance Record – 2013

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	X	X	A	X	X	X				
2.	Kenneth Cousar	A	A	A	X	X	X				
3.	Brian Datcher Co-Chair (QI)	X	X	X	X	X	X				
4.	Heather Garofalo	-	-	X	X	X	A				
5.	Heidi Jenkins Co-Chair (SPA)	X	X	X	X	A	X				
6.	Tom Kidder	X	X	A	A	X	X				
7.	Brian Kuerze	X	X	X	X	X	A				
8.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X	A				
9.	Ronald Lee	X	X	X	X	A	X				
10.	Caesar Moffett, Jr. Co-Chair (MF)	X	X	X	X	A	X				
11.	Joanne Montgomery Co-Chair (SPA)	X	X	A	A	A	X				
12.	Alex Ortiz	X	X	X	X	X	X				
13.	Christine Romanik	X	A	X	X	X	X				
14.	Poonam Sharma	-	-	-	-	-	A				
15.	Robert Sideleau	X	A	A	A	X	X				
16.	Roberta Stewart PC Co-Chair	A	A	X	X	X	X				
17.	Ken Teel Co-Chair (QI)	X	X	X	X	X	A				
18.	Dennis Torres	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 Council present:	75%	60%	52%	71%	67%	72%				

Guests: Cam Crosby, Jamel Farmer, Sylvia Mitchell, Lauren Tierney