



Beverly Leach & Roberta Stewart, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 11, 2013
Start Time: 12:03pm
End Time: 1:26 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the September 13, 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

- Roberta spoke about membership to Planning Council and the questionnaire was distributed to all Planning Council members in attendance and they were asked to fill it out and return it to Roberta.

(4.0) Parking Lot Issues

There are none

(5.0) Community Input

- No comments were made

(6.0) Approval of September 13, 2013 Meeting Minutes

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

For: (10) – Browne, Datcher, Garofalo, Jenkins, Kuerze, Moffett, Montgomery, Ortiz, Sideleau, Torres

Against: (0)

Abstain: (2) – Lee, Stewart



(7.0) Planning Council Committee Reports

Heidi Jenkins gave the following Strategic Planning and Assessment Committee report:

1. The minutes from September 5, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. FY2014 Directives were discussed at length. To summarize, the only change to the directives was that of directive 1.1. The regional allocations were adjusted to reflect the data that Heidi collected which was the most recent data at this time. The allocations are as follows:
 - New Haven – 34%
 - Bridgeport – 25%
 - Stamford/Norwalk – 16%
 - Waterbury/Meriden/Valley – 20%
 - Danbury – 5%

VOTE: To approve the FY2014 Directives with changes to the regional allocation amounts. Heidi Jenkins made a motion to approve the FY2014 Directives with changes to the regional allocation amounts.

For: (10) – Browne, Datcher, Garofalo, Kuerze, Lee, Moffett, Montgomery, Ortiz, Sideleau, Torres

Against: (0)

Abstain: (2) – Jenkins, Stewart

4. Current parking lot items:
 - When discussing Directives also look at how we deliver services, what does Ryan White funding provide. Financial eligibility may require Ryan White moves to a closed system where every person has a MCM to better determine client counts and eligibility.
 - When discussing MAI funds, we need to collect more data in order to determine if EIS is the most effective area for these funds.
 - Regarding the allocation calculations. Is there data that we can evaluate to better determine the allocation amounts in all service categories?
5. The next Strategic Planning and Assessment committee meeting will take place on Thursday, November 7, 2013 from 10:00am – 12:00pm at the Burrough’s Community Center.

b. QUALITY IMPROVEMENT

Brian Datcher gave the following Quality Improvement Committee report:.

1. The minutes from September 5, 2013 were voted on and approved.



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2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
 3. Tracy presented a PowerPoint presentation with all the findings from the 2013 QI site visits which include trending HIV/AIDS Bureau performance measures, standard of care compliance by service category and national HIV/AIDS strategy goal progress. A summary of findings was also included. Much of this data presented was used in the grant application for FY2014. When the EIS Pod was discussed in the presentation, it was determined that consumer feedback regarding the EIS process is an integral part of the success of EIS as a whole. Discussion took place regarding who from each region would be asked to attend and other volunteers have already come forward. The committee is hoping this could start late October. Southwest Community Center has offered to host these sessions.
 4. Tracy also reviewed the preliminary site findings and areas where technical assistance was required including sampling methodology, pilot services and grant data. A long discussion took place touching on the following topics: EIS coming out of pilot mode and creating Standards of Care, the feedback from the Acuity Scale tool that was tested, and the possibility of moving all clients to have a required MCM in order to track client counts and eligibility.
 5. The much needed co-chair position was discussed. There are two people interested in filling this position, there will be further discussion regarding.
 6. The current parking lot issue was discussed. When there is a referral done to see a doctor – it could take months to get to see a doctor, this turn-a-round needs to take place within days. There is a tiered care system that is coming to be. This discussion would take place under Standards of Care. This was discussed in detail by members who have had this experience. It was decided that the Grantee will call the medical providers and let them know that when there is a referral by EIS, there is an expectation that a patient needs to get seen by a medical practitioner within (5) business days and also, we're moving to a test and treat model of care.
 7. The next meeting will be held on Thursday, November 7, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.
- A discussion took place regarding having a formal process to address any questions and concerns coming from consumers regarding issues within their region – SPA parking lot item.

c. MEMBERSHIP/FINANCE

Caesar Moffett gave the following report for the Membership/Finance Committee:

1. The minutes from September 5, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. The Planning Council Feedback form was reviewed and the overall feedback was good. It was also discussed to possibly update the feedback form.
4. The committee reviewed the attendance and all attendance was found to be accurate.



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5. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and it was determined that currently we are in need of a Ryan White Treatment Modernization Act grantee under part C and also under section 2671 including part D. We are to distribute page (3) of the Planning Council application form to all current Planning Council members to identify what members represent what categories to better ensure the accuracy of our reflectiveness. We are currently out of compliance with our non-conflicted HIV status at this time.
6. (2) Applications were presented to the committee whose attendance requirements were met, (1) renewal and (1) new application. Both were approved to move onto the Planning Council for final approval.

VOTE: Caesar Moffett made a motion to approve Lauren Tierney's application for membership to the Planning Council.

For: (12) – Browne, Datcher, Garofalo, Jenkins, Kidder, Kuerze, Lee, Moffett, Montgomery, Ortiz, Sideleau, Stewart, Torres

Against: (0)

Abstain: (0)

VOTE: Roberta Stewart made a motion to approve Caesar Moffett, Jr.'s renewal application for membership to the Planning Council.

For: (11) – Browne, Datcher, Garofalo, Jenkins, Kidder, Kuerze, Lee, Montgomery, Ortiz, Sideleau, Stewart, Torres

Against: (0)

Abstain: (1) Moffett

7. The committee discussed strategies for attracting more members to the Planning Council. Many ideas were heard and staff was asked to create a questionnaire to distribute to all current Planning Council members. This will help identify how current members are feeling about the changes in meeting location and meeting days and times amongst other areas of the Planning Council.
8. The Grantee reported a report on administrative & financial updates.
9. The next meeting will be held on Thursday, November 7, 2013 at the Burrough's Community Center from 2:00pm-4:00pm.

(8.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- The grantee reported that the Federal Shutdown is not affecting the Ryan White programs as we are an exempt program.
- The FY2014 grant was successfully submitted on 10/2/2013.
- QI site visits and program monitoring visits are completed and the reports are being reviewed by all region leads.



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- Notice of grant award is expected by the end of February 2014.
- Arvil Alcea is the new CAREWare administrator and has a strong background in CAREWare.
- Calls were made to region leads regarding seeing consumers with (5) business days by a medical practitioner.
- EIS Staff and DIS Specialists will be coming together in a POD to create Standards of Care for EIS. Consumer input will be sought after for this as well.
- The Ryan White department was complimented on all of their efforts with the FY2014 grant application.

(9.0) New/Old Business

• Planning Council Training

Jeff presented on the Potential Impact of the Affordable Care Act on the HIV Community. See presentation for details. 'Care Completion – completing the cycle of care for a PLWHA.

(10.0) Community Input

- A guest made comments regarding his prior life experiences and his involvement with the Ryan White program and how his case worker helped to save his life and give him the strength to go on to make positive choices in his life.

(11.0) Announcements

- Several positions are opened at RNP, please see Joanne for details.
- 11/23 in New Haven Bob Sideleau has a body improvement workshop at Fair Haven Community Center.
- Worlds Aid Day on 12/2 from 11:00 – 1:30pm at the University of Bridgeport.
- APGD is selling Vineyard Vines Ties to help to raise money.
- Leeway will be celebrating 18 years of being in business on Thursday, 10/17/13. The alumni society will be there at 2:30pm to help celebrate.

(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 1:33pm

Upcoming Planning Council Meetings –

- SPA –Thursday, November 7th, 10:00am – 12:00pm
- QI –Thursday, November 7th, 12:00pm – 2:00pm
- MF – Thursday, November 7th, 2:00pm – 4:00pm
- Executive Committee – Friday, November 15th, 10:30am – 11:30am
- Planning Council- Friday, November 15th, 12:00pm – 2:00pm

Attendance Record – 2013

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sep	Oct	Nov
1.	Ric Browne	X	X	A	X	X	X	X	X	X	
2.	Brian Datcher Co-Chair (QI)	X	X	X	X	X	X	A	X	X	
3.	Heather Garofalo	-	-	X	X	X	A	X	X	X	
4.	Heidi Jenkins Co-Chair (SPA)	X	X	X	X	A	X	A	X	X	
5.	Tom Kidder	X	X	A	A	X	X	X	X	X	
6.	Brian Kuerze	X	X	X	X	X	A	X	X	X	
7.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X	A	X	X	A	
8.	Ronald Lee	X	X	X	X	A	X	A	A	X	
9.	Caesar Moffett, Jr. Co-Chair (MF)	X	X	X	X	A	X	X	X	X	
10.	Joanne Montgomery Co-Chair (SPA)	X	X	A	A	A	X	X	X	X	
11.	Alex Ortiz Co-Chair (MF)	X	X	X	X	X	X	X	X	X	
12.	Christine Romanik	X	A	X	X	X	X	X	X	A	
13.	Poonam Sharma	-	-	-	-	-	A	A	A	A	
14.	Robert Sideleau	X	A	A	A	X	X	A	X	X	
15.	Roberta Stewart PC Co-Chair	A	A	X	X	X	X	X	X	X	
16.	Dennis Torres	X	X	A	X	X	X	A	X	X	
17.	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	75%	60%	52%	71%	67%	72%	61%	88%	81%	

Guests: Cam Crosby, Lauren Tierney, Lori Wesley