



Roberta Stewart Co-Chair

Planning Council Meeting Minutes

Meeting Date: Friday, September 11, 2015
Start Time: 12:07 pm
End Time: 1:31 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from August 14, 2015 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:07 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) 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.

(2.0) Co-Chair Announcements

- Roberta notified all attendees that we are now recording meetings.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of August 14, 2015 Meeting Minutes

A motion to approve the minutes was made by Christine Romanik and seconded by Alex Ortiz with the change noted regarding the regional input:

For: (11) Delgado, C. Teel, Robertson, Tierney, Garofalo, K. Teel, Ortiz, Muniz, Romanik, Rivera, Sanchez

Against: (0)

Abstain: (2) Torres, Stewart

(6.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave this report:

Here is a summary of our meeting that was held on September 3, 2015

1. We reviewed the minutes from the August 6, 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 that identifies the 5 Major Changes in the National HIV/AIDS Strategy since 2010



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4. We discussed the Comprehensive Plan and the Grant Guidance for this came out on June 19th. This plan is now an integrated plan. Staff and the Grantee are going to reach out to one of the co-chairs of the CHPC concerning this.
5. Adhoc Committee Update:
 - A. Datasets for the priority setting process were identified as the following pillars:
 1. Global Needs Assessment – suggestions:
 - a. focus groups
 - b. possibly separating out the core and support services
 - c. provider survey
 - d. Please use datasets that ask the same questions. It's difficult to use data that asks different questions and weigh it appropriately.
 - e. Newly diagnosed that links directly back to the Continuum of Care
 2. QM Data – any data that we can request from the Grantee from site visits.
 3. Consumer Input – (could be in a NA component) consumer forums? Same survey taken by both providers and consumers separately was a suggestion that was made.
 4. Utilization
 5. Continuum of Care
6. Jeff presented the Newly Diagnosed Data FY2015 broken out by region. The Grantee was asked to find out the methodology for collecting this data. This will help determine if the MAI dollars that are funding the EIS program are going into the best area.
7. Staff is drafting a letter to the DPH concerning the EMA wide problems with CIPA requesting a meeting to discuss this.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 1, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on September 3, 2015:

1. We reviewed minutes from June 5, 2015 and August 6, 2015 and they were both 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. We discussed the Specific Plan-Do-Study-Act ('PDSA') initiatives and decided that we would like to see the following information: Screening for STIs, specifically Chlamydia and Gonorrhea. The Grantee will have these results in January and we will review them at that time.
4. Jeff presented the Substance Abuse Service Standard which currently encompasses both the substance abuse inpatient and outpatient. The committee reviewed these and found several discrepancies. We will continue to work on these through January and have the updated standards ready for the new grant year.
5. The next meeting will be held on Thursday, October 1, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

c. MEMBERSHIP/FINANCE

Ralphael Muniz gave this report:

Here is a summary of our meeting that was just held today on September 11, 2015

1. We reviewed minutes from August 14, 2015 and they were approved by the committee.



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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. The Planning Council feedback form was reviewed from the Planning Council Meeting held on August 14, 2015. Feedback was favorable.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 30%.
5. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. All members with 3 absences have been contacted with a notification regarding this.
6. When a person wants to become a member of Planning Council or renew their current position on Planning Council, there is an application that needs to be filled out. Planning Council staff (Jeff or Sara) has these forms available at every meeting in English and Spanish if you should know of someone who may be interested in joining the Planning Council. The applications are also available on the Planning Council's website www.ryanwhitecare.org. We currently have an application where the attendance requirements were met:

VOTE: Raphael made a motion to accept the Planning Council application of Charles Green. Since this is coming from committee we do not need a second. Many attendees made favorable comments regarding Charles.

For: (12) Delgado, C. Teel, Robertson, Tierney, Garofalo, K. Teel, Ortiz, Muniz, Romanik, Sanchez, Torres, Stewart

Against: (0)

Abstain: (0)

7. We talked about new Planning Council membership and three regions are working diligently towards finding people who would be interested in joining the Planning Council.
8. Staff presented the updated Co-Chair application to the committee and listed all eligible Planning Council members.
9. We continued to review the Planning Council Membership Application and will have hard copies of other EMAs/TGAs applications next month to review.
10. Open Parking Lot Items:
 - Refresh/Redesign the PC feedback form in the New Year
11. The next meeting of the Membership/Finance committee will be held on Friday, October 9, 2015 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Report

Beth Auerbach reported on this:

- They are currently working on contracts.
- Arvil shared that all computers in the region must have Windows 7 or higher in order to use the updated version of CAREWare. Ken shared that if money is a barrier to upgrade to Window 7 that they can go to techsoup.org for financial assistance.

(8.0) New/Old Business

- **Planning Council Training**

Roberta Stewart presented the National HIV/AIDS Strategy: Updated to 2020 and the Five Major Changes Since 2010. This included:



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1. PrEP- Pre-Exposure Prophylaxis
2. Affordable Care Act
3. HIV Testing and Treatment
4. Improving HIV Care Continuum Outcomes is a Priority
5. Research is Unlocking New Knowledge and Tools

- **Regional Updates –**

1. Stamford/Norwalk – Lauren Tierney, they are having a consumer forum on October 13th from 1:00 – 2:30pm at the Circle Care Center in Norwalk.

(9.0) Community Input

- There was none

(10.0) Announcements – check recordings

- The Waterbury Consortium will be holding its meeting at the Waterbury Health Department on August 20th from 1:30pm – 3:00pm. There will be an HIV/AIDS Community Picnic September 18, 2015 Lakewood park Pavilion.
- The Shambhala Meditation Center in New Haven has a Heart of Recovery Group that meets on Thursday evenings from 7:30pm – 9:00pm. They also have a group ‘Queer Dharma’ that meets on Sundays from 7:30pm – 9:00pm for anyone who is interested.

(11.0) Planning Council Feedback

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

(12.0) Parking Lot Item

- There are none

Adjournment - The meeting adjourned at 12:49pm

Upcoming Planning Council Meetings –

- SPA –Thursday, October 1st, 10:00am – 12:00pm
- QI –Thursday, October 1st, 12:00pm – 2:00pm
- MF – Friday, October 1st, 10:30am – 11:30am
- Executive Committee – Friday, October 9th, 9:30am – 10:30am
- Planning Council- Friday, October 9th, 12:00pm – 2:00pm

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Attendance Record – 2015

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne Co-Chair (QI)	X	X	A	A	X	X	A	A		
2.	Chris Cole	X	A	X	X	X	X	A	A		
3.	Sabrina Delgado	X	A	A	A	X	X	X	X		
4.	Patricia Ducatel	-	X	X	A	A	X	A	A		
5.	Heather Garofalo	X	A	A	A	A	X	X	X		
6.	Heidi Jenkins Co-Chair (SPA)	X	A	X	X	X	X	X	A		
7.	Tom Kidder	X	X	X	X	X	X	A	A		
8.	Kenneth McLellan	X	X	X	A	A	X	X	A		
9.	Joanne Montgomery Co-Chair (SPA)	X	X	X	X	X	X	X	A		
10.	Raphael Muniz Co-Chair (MF)	X	X	A	X	X	X	X	X		
11.	Alex Ortiz Co-Chair (MF)	X	X	A	A	A	X	X	X		
12.	Johny Rivera	-	-	-	X	X	X	X	X		
13.	Jackie Robertson	A	A	A	X	X	X	X	X		
14.	Christine Romanik Co-Chair (QI)	X	A	X	A	X	A	X	X		
15.	Mark Sanchez	X	X	X	X	X	X	X	X		
16.	Roberta Stewart PC Co-Chair	X	X	A	X	X	X	X	X		
17.	Charlotte Teel	A	X	A	A	X	X	X	X		
18.	Ken Teel	-	-	-	A	X	A	X	X		
19.	Lauren Tierney	X	X	X	X	X	X	X	X		
20.	Dennis Torres	A	X	X	X	X	X	A	X		
21.	Ryan White Office	X	X	X	X	X	X	X	X		
22.	Planning Council Staff	X	X	X	X	X	X	X	X		
23.	% of Council present:	80%	58%	52%	59%	77%	82%	76%	65%		

Guests: Jose Aquino, Inthiany Ardilla, Yamesha Smith, Jim Pettinelli, Charles Green, Kelli McDermott