



Roberta Stewart Co-Chair

Planning Council Meeting Minutes

Meeting Date: Friday, October 9, 2015
Start Time: 12:01 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 September 11, 2015 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:01 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.
- She also welcomed Tom Kidder back
- She announced the Ric Browne will leaving the council for a time and will be coming back when he's able to.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of September 11, 2015 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Jackie Robinson:

For: (9) Delgado, C. Teel, Robertson, Tierney, Ortiz, Muniz, Romanik, Rivera, Garofalo

Against: (0)

Abstain: (7) Browne, Cole, Ducatel, Jenkins, Kidder, Montgomery, Stewart

(6.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on October 1, 2015:

We reviewed the minutes from the September 3, 2015 meeting and these were approved.

1. 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.



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2. We reviewed the Framework for the PSRA process and the discussion focused primarily on a needs assessment/care continuum. The big question that came from a very lengthy discussion regarding this was 'What can we do at the Planning Council level that would help our clients in the EMA?'. Heidi and Arvil are going to talk about data that could be collected from CAREWare that would identify clients in each region who are not virally suppressed and compare it to the data Heidi has from the EHARs database. With these clients accurately identified, we could then survey them on the barriers that are keeping them from viral suppression.
3. We also reviewed the Directives and more specifically, directive 1.1 which speaks to regional allocation amounts. Jeff presented data that was requested for this which was a comparison of MCM and AOMC numbers from CAREWare, EHARs and DPH. We looked at this and discussed in great detail this data, its accuracy and whether or not we would use this moving forward. Jeff made a suggestion that we may want to look at running this same report but pull out the MCM numbers. We will continue to discuss this next month.
4. We reviewed the By-Laws and more specifically, the section on Planning Council Co-Chair Requirements for Eligibility. We approved a change to the 4th requirement to read:
 - Currently resides in New Haven or Fairfield Counties or represents a mandated category based on HRSA Planning Council Requirements. This was changed from: Currently resides in New Haven or Fairfield Counties.

VOTE: I would like to make a motion that we accept the following change to By-Law

Section 4.4(b) Planning Council Co-Chairs Eligibility to read:

- Currently resides in New Haven or Fairfield Counties or represents a mandated category based on HRSA Planning Council Requirements.

For: (15) Delgado, C. Teel, Robertson, Tierney, Ortiz, Muniz, Romanik, Rivera, Garofalo, Browne, Cole, Ducatel, Jenkins, Kidder, Montgomery

Against: (1) K. Teel

Abstain: (1) Stewart

5. The next meeting will be held on Thursday, November 5, 2015 at the Burrough's Community Center from 9:00am – 12:00pm.

B. QUALITY IMPROVEMENT

Ric Browne gave this report:

Here is a summary of our meeting that was held on October 1, 2015:

1. We reviewed minutes from September 3, 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 reviewed the newly separated Substance Abuse Service Standard Residential and Outpatient. Jeff made updates real time with attendees agreeing upon these updates. After going through these in great detail, it was decided that Jeff and Joanne would speak offline and re-work these standards. These will be brought back to the committee for November's meeting for approval. Also, it was requested that the SPA committee review the Substance Abuse service category



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definitions and update them in November. Once this is defined from the SPA committee, the QI committee will update this portion of the standard appropriately.

4. The next meeting will be held on Thursday, November 5, 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 October 9, 2015

1. We reviewed minutes from September 11, 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. All activities are right on target.
3. The Planning Council feedback form was reviewed from the Planning Council Meeting held on September 11, 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 33%.
5. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. All members with 4 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 have just been met as of today.
7. We talked about new Planning Council membership and the Stamford/Norwalk region will be having a consumer forum on October 13th at the Circle Care Center in Norwalk from 1:00pm-3:00pm.
8. Staff will be sending out a list of all eligible Planning Council members for the Planning Council co-chair position. This list will now include eligible members who not live in the EMA but fall into a mandated category as defined by HRSA.
9. We continued to review the Planning Council Membership Application and staff will compile all feedback from attendees and present a new Planning Council member application for review by the committee in November.
10. The next meeting of the Membership/Finance committee will be held on Friday, November 13, 2015 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Report

Tom Butcher Reported on this:

- They are currently working on the Federal Grant Application for FY2016
- They are also working on contract amendments due to the partial award received from HRSA.
- Some regions may get their amendments in on time but some may not. This will not result in an interruption of services for clients.
- Arvil said that HRSA is having webinars regarding the RSR and if you miss the live presentation it will be available to see at later times.



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(8.0) New/Old Business

- **Planning Council Training**

Roberta Stewart made a motion to accept the following results of the Administrative Mechanism as above satisfactory and Joanne Montgomery seconded it.

For: (15) Delgado, C. Teel, Robertson, Tierney, Ortiz, Muniz, Romanik, Rivera, Garofalo, Browne, Cole, Jenkins, Kidder, Montgomery, K. Teel

Against: (0)

Abstain: (1) Stewart

Thomas presented these results and went through each of the 5 questions and the results provided by the grantee. This also included a definition of the process and how the grantee gathers these results. We looked at the time funds were expended, contracts signed in a timely manner, less than 5% in carryover funds, resources allocated in a timely manner, Part A funds matched the Planning Council's PSRA process, and Directives were being followed. Comments were made about how well we do on the whole as a Planning Council and Grantee.

- **Regional Updates –**

A discussion regarding how to better get the regional leads back to the Planning Council meetings took place. We will revisit the different topics to ask them to respond to as well as ask them to come to Planning Council meetings and involve more consumers from their own regions would be very helpful. Different suggestions were made on how to get more representation from the regions. A suggestion for a 'consumer committee' was made in order to get consumers more vested in the process. A 'consumer committee' would possibly fall with the Membership/Finance committee. Meeting location was also discussed to be brought back to the Membership/Finance committee. An attendee said it would be helpful to know what attendees came from what agency.

Waterbury – Ric Browne, they have been conducting trainings in CAREWare and they have found it very helpful. They are looking at entering all the same data for all case managers in order to track the same information.

(9.0) Community Input

- An attendee spoke about not being able to get a case manager due to his mental illness. Roberta will meet with that attendee.

(10.0) Announcements

- Heidi – the DPH is noticing several cases of HIV coming from Urgent Care centers and having no medical follow up on these cases from the centers.
- AIDS Watch application scholarships are open and more information about this can be found at: <http://www.aidsunited.org/Policy-0024-Advocacy/AIDSWatch.aspx>
- 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.
- Department of Women's Network is having a day to end violence. More information about this can be found at: <https://pwnusa.wordpress.com>.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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(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

- Questions for Assessment of the Administrative Mechanism for M/F parking lot. Include a question regarding data in addition to the financial.

Adjournment - The meeting adjourned at 1:19pm

Upcoming Planning Council Meetings –

- SPA –Thursday, November 5th, 9:00am – 12:00pm
- QI –Thursday, November 5th 12:00pm – 2:00pm
- MF – Friday, November 13th, 10:30am – 11:30am
- Executive Committee – Friday, November 13th, 9:30am – 10:30am
- Planning Council - Friday, November 13th, 12:00pm – 2:00pm

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	X	
2.	Chris Cole	X	A	X	X	X	X	A	A	X	
3.	Sabrina Delgado	X	A	A	A	X	X	X	X	X	
4.	Patricia Ducatel	-	X	X	A	A	X	A	A	X	
5.	Heather Garofalo	X	A	A	A	A	X	X	X	X	
6.	Charles Green	-	-	-	-	-	-	-	-	A	
7.	Heidi Jenkins Co-Chair (SPA)	X	A	X	X	X	X	X	A	X	
8.	Tom Kidder	X	X	X	X	X	X	A	A	X	
9.	Kenneth McLellan	X	X	X	A	A	X	X	A	A	
10.	Joanne Montgomery Co-Chair (SPA)	X	X	X	X	X	X	X	A	X	
11.	Raphael Muniz Co-Chair (MF)	X	X	A	X	X	X	X	X	X	
12.	Alex Ortiz Co-Chair (MF)	X	X	A	A	A	X	X	X	X	
13.	Johny Rivera	-	-	-	X	X	X	X	X	X	
14.	Jackie Robertson	A	A	A	X	X	X	X	X	X	
15.	Christine Romanik Co-Chair (QI)	X	A	X	A	X	A	X	X	X	
16.	Mark Sanchez	X	X	X	X	X	X	X	X	A	
17.	Roberta Stewart PC Co-Chair	X	X	A	X	X	X	X	X	X	
18.	Charlotte Teel	A	X	A	A	X	X	X	X	X	
19.	Ken Teel	-	-	-	A	X	A	X	X	X	
20.	Lauren Tierney	X	X	X	X	X	X	X	X	X	
21.	Dennis Torres	A	X	X	X	X	X	A	X	A	
22.	Ryan White Office	X	X	X	X	X	X	X	X	X	
23.	Planning Council Staff	X	X	X	X	X	X	X	X	X	
24.	% of Council present:	80%	58%	52%	59%	77%	82%	76%	65%	81%	

Guests: Jose Aquino, Inthiany Ardilla, Yamesha Smith, Jim Pettinelli, Kelli McDermott, Sara Burns, Pat Kelly