



Roberta Stewart Co-Chair

Planning Council Meeting Minutes

Meeting Date: Friday, November 13, 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 October 9, 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.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

At this time we do not have quorum for the vote of the minutes and our training will take place. Dulce Dones-Mendez presented information on the PrEP Action Kits along with Ramone Rodrigues-Santana.

(5.0) Approval of October 9, 2015 Meeting Minutes

A motion to approve the minutes was made by Christine Romanik and seconded by Lauren Tierney

For: (8) Robertson, Tierney, Romanik, Rivera, Garofalo, Cole, Kidder, Montgomery

Against: (0)

Abstain: (2) Sanchez, Stewart

(6.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave this report:

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

1. We reviewed the minutes from the October 1, 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.



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3. We discussed the letter that was sent to the Department of Public Health regarding the issues with CIPA and the response that we received. It was decided that Staff will send a letter to the Commissioner of the Department of Social Services regarding these issues with a CC to the Department of Public Health. This will be done by Friday, November 13th.
4. We reviewed the Framework for the PSRA process and the discussion focused primarily on the data that was collected from the CAREWare system. This data identified the number of clients broken out by region who were not virally suppressed. At this time the Grantee's office will meet with the Department of Public Health to compare this data with the data they have. The most recent data will be compared between the 2 offices. A tool will then be created that the medical case managers will use to help capture the needs of these clients and what it will take to move towards viral suppression.
5. 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 captured all clients who accessed any Part A service broken out by region. This data along with the other previously presented data sets were compared and it was decided that directive 1.1 will remain the same for FY2016. The committee voted to approve the Directives for FY2016.
VOTE: Since this vote comes from committee a second is not needed. I make the motion to approve the Directives for FY2016 as presented by the SPA Committee.

For: (9) Robertson, Tierney, Romanik, Rivera, Garofalo, Cole, Kidder, Montgomery, Sanchez
Against: (0)
Abstain: (1) Stewart

6. We reviewed the approved Service Category Definitions for Substance Abuse Inpatient and Outpatient and agreed that they were accurate and should be used by the QI Committee for the Service Standards for these 2 Service Categories.
7. We also discussed defining a new study and it was decided that the data collected by the medical case managers from their clients who are not virally suppressed would be used.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, January 7, 2016 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 November 5, 2015:

1. We reviewed minutes from October 1, 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 are also in need of a new co-chair for this committee and Ken Teel offered to fill this position. This will be discussed during the Executive Committee meeting.
4. We reviewed the Substance Abuse Service Standard Inpatient and Outpatient. Jeff presented the service standards for both that were updated based on Joanne, Thomas and Jeff's collaborative efforts. Both service standards were approved by this committee and now need final approval from the Planning Council.



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VOTE: Since this motion comes from committee it does not require a second. I now make the motion to approve the updated service standards for Substance Abuse Inpatient and Substance Outpatient as presented to the QI Committee.

For: (9) Robertson, Tierney, Romanik, Rivera, Garofalo, Cole, Kidder, Montgomery, Sanchez

Against: (0)

Abstain: (1) Stewart

5. It was decided that in February we will begin to review the Mental Health Service Standard
6. The next meeting will be held on Thursday, January 7, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

c. MEMBERSHIP/FINANCE

Roberta Montgomery gave this report:

Here is a summary of our meeting that was just held today on November 13, 2015

1. We reviewed minutes from October 9, 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 October 9, 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 35%.
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 been met.

VOTE: Since this vote comes from committee it doesn't require a second. I make a motion to approve the Planning Council membership application of Pat Kelly.

For: (10) Robertson, Tierney, Romanik, Rivera, Garofalo, Cole, Kidder, Montgomery, Sanchez
Stewart

Against: (0)

Abstain: (0)

7. Staff presented new Planning Council membership training to the attendees.
8. We reviewed the Planning Council Membership Application that staff had updated based on feedback from the previous M/F meeting.
9. The Grantee presented the Estimated Unobligated Carryover Request amount and this was approved by the committee to be moved to Planning Council for final approval:



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VOTE: Since this vote comes from committee there doesn't need to be a second. A motion was made to accept the amount of \$32, 509 and put this money into the AOMC service category designated for labs split evenly among the 5 regions

For: (9) Robertson, Tierney, Romanik, Rivera, Garofalo, Cole, Kidder, Montgomery, Sanchez

Against: (0)

Abstain: (1) Stewart

10. The next meeting of the Membership/Finance committee will be held on Friday, January 8, 2016 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Report

Tom Butcher Reported on this:

- He shared all of his appreciation for the Planning Council members and the work that they do all year round. He also thanked his staff at the Ryan White Office as well.
- When the directives are approved, they will be included in the RFPs that will go out in January.
- Focus on the HIV Continuum will be reviewed for all RFPs.
- The new contract year will begin on March 1, 2016 and is good for 3 years.
- November 18th from 2:00 – 4:00 will be the meeting to discuss the Integrated Comprehensive Plan.
- They are still working on the contracts for all regions and his feeling is that it is going to work out.

(8.0) New/Old Business

• Planning Council Training

This training was done earlier in the agenda.

• Regional Updates

Waterbury – Nadine Respinecz, Waterbury Hospital is in process of being purchased by a 'for profit' organization and looking at how this will affect their services and what the transition will look like. They are working very hard to ask many questions and how to handle this potentially new situation. Nadine also shared that she will be leaving Waterbury Hospital in December to pursue another opportunity.

Bridgeport – Nancy Kingwood, they have a signed contract for services. They are looking at World AIDS Day and working with the consortium on this. They are also working on clients who threaten violence and how to handle these situations.

Johny Rivera, a Planning Council member spoke about his experiences of his journey. He expressed his frustration in getting his needs met.

(9.0) Community Input

There was none

(10.0) Announcements

- A DIS worker from the CT DPH has passed away and she was living in Louisiana currently.



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- Greater Waterbury HIV/AIDS Consortium will be held on January 11, 2016 at the Waterbury Hospital I. D. Clinic in the Grants Conference Rm. suite L-02 from 11 am to 1 pm, refreshments will be provided.

(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, January 7th , 9:00am – 12:00pm
- QI –Thursday, January 7th 12:00pm – 2:00pm
- MF – Friday, January 8th, 10:30am – 11:30am
- Executive Committee – Friday, January 8th, 9:30am – 10:30am
- Planning Council - Friday, January 8th, 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.	Chris Cole	X	A	X	X	X	X	A	A	X	X
2.	Sabrina Delgado	X	A	A	A	X	X	X	X	X	A
3.	Heather Garofalo	X	A	A	A	A	X	X	X	X	X
4.	Charles Green	-	-	-	-	-	-	-	-	A	A
5.	Heidi Jenkins Co-Chair (SPA)	X	A	X	X	X	X	X	A	X	A
6.	Tom Kidder	X	X	X	X	X	X	A	A	X	X
7.	Kenneth McLellan	X	X	X	A	A	X	X	A	A	A
8.	Joanne Montgomery Co-Chair (SPA)	X	X	X	X	X	X	X	A	X	X
9.	Raphael Muniz Co-Chair (MF)	X	X	A	X	X	X	X	X	X	A
10.	Alex Ortiz Co-Chair (MF)	X	X	A	A	A	X	X	X	X	A
11.	Johny Rivera	-	-	-	X	X	X	X	X	X	X
12.	Jackie Robertson	A	A	A	X	X	X	X	X	X	X
13.	Christine Romanik Co-Chair (QI)	X	A	X	A	X	A	X	X	X	X
14.	Mark Sanchez	X	X	X	X	X	X	X	X	A	X
15.	Roberta Stewart PC Co-Chair	X	X	A	X	X	X	X	X	X	X
16.	Charlotte Teel	A	X	A	A	X	X	X	X	X	A
17.	Ken Teel	-	-	-	A	X	A	X	X	X	A
18.	Lauren Tierney	X	X	X	X	X	X	X	X	X	X
19.	Dennis Torres	A	X	X	X	X	X	A	X	A	A
20.	Ryan White Office	X	X	X	X	X	X	X	X	X	X
21.	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
22.	% of Council present:	80%	58%	52%	59%	77%	82%	76%	65%	81%	55%

Guests: Alan Glenn, Dulce Dones, Ramon Rodriguez-Santana, Inthiany Ardila, Sara Burns, Nadine Repinecz, Kelli McDermott, Jennifer LoSchiavo, Nancy Kingwood, Charlene Lee