



Roberta Stewart Co-Chair

Planning Council Meeting Minutes

Meeting Date: Friday, January 8, 2016
Start Time: 12:02 pm
End Time: 1:38 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from November 13, 2016 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:02 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 November 13, 2015 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Christine Romanik

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

Against: (0)

Abstain: (2) Jenkins, 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 January 7, 2016

1. We reviewed the minutes from the November 5, 2016 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. We reviewed the scope of work for 2016 on the PCAT. This discussion centered around the special PSRA meeting that has been held in July to see if this meeting should be moved to August based on the Grant Guidance coming out. Also needs assessment, special studies, and data sets for PSRA



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were talked about. Ultimately it was decided that the special PSRA meeting will happen in July unless the Grant Guidance comes out and an August PSRA meeting would be more effective.

4. We talked about the MCM Health Insurance Survey and the results for the last 2 years. We also reviewed the questions from the last survey and made updates in order to capture more specific information that is needed. This survey will go out to all MCMs on March 1st and results are due back by April 30th.
5. Client issues with CIPA seem to be getting better. Dr. Jewel Mullin has left DPH and currently they have a new acting Commissioner, Dr. Raul Pino who is aware of the problems our EMA is having with CIPA and is concerned about the clients. He has been shown the letter that was sent to DSS and meetings are taking place to bring about a resolution to these issues.
6. We reviewed the survey tool that was created for the Non-Virally Suppressed Clients. Many updates were made based on comments during our meeting. The updated survey will be e-mailed out to Planning Council members to verify all updates were done accurately. This will be sent to all MCMs on February 1st and is due back on April 1st. Staff will collect hard copies of the survey and tabulate the results.
7. We discussed updating our current By Laws and it was decided based on this past year's meetings, that any updates that were needed were already done and approved and the By Laws are current, no changes will be made.

B. QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on January 7, 2016:

1. We reviewed minutes from November 5, 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. We were on track with all assigned tasks.
3. We also looked at the scope of work for 2016 using the PCAT and made updates to better align with the work that the committee needs to accomplish.
4. Representatives from each of the 5 regions presented their PDSA on STD screenings. Highlights from these presentations were: A client fact sheet was created that captures site visit standards including STI screenings, client incentives for having these screenings such as raffle prizes, Bridgeport Health Department involvement in and how that's impacted results from region 1 and improved CAREWare reports in order to collect more accurate data. A robust discussion took place regarding optimal results throughout the EMA and how to best capture that data.
5. The next meeting will be held on Thursday, February 4, 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 January 8, 2016

1. We reviewed minutes from November 13, 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. We reviewed the Scope of Work for 2016 and made sure that all tasks align with the work that this committee does.



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4. The Planning Council feedback form was reviewed from the Planning Council Meeting held on November 13, 2015. Feedback was favorable. In the future, we will be looking at updating and receiving feedback through another process.
5. 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 27%.
6. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.
7. 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 one new application and that application was discussed. It was decided that we will invite the new applicant and also contact all members who have an 'on hold' status and let them know we would like to invite them to Planning Council for final approval of their membership.
8. We reviewed the Planning Council Membership Application that staff had updated based on feedback from the previous M/F meeting.
9. We also review the newly updated Planning Council Membership Application. Some other updates were suggested that Staff will make on the application.

Roberta Stewart made a motion to approve the Planning Council Co-Chair Application of Christopher Cole. She read the statement that Chris had submitted. Written ballots were distributed to all Planning Council members in attendance. Attendees spoke about Chris. Staff collected all ballots back and tallied the results. Chris Cole will now join Roberta as a Planning Council Co-Chair.

(7.0) Grantee's Office Report

Tom Butcher gave this report:

- RFPs are going out and due back on February 9th. There may be a clerical issues with this due date and Tom is looking into this.
- There is concern about possible disruption in care in the Waterbury region due to the potential buyout of Waterbury Hospital by a for profit organization. Tom will keep the committee informed along the way.
- Beth gave an update on contract amendments made concerning the approved carryover request for labs.

- **New/Old Business Planning Council Training**

- (8.0)** Joanne Montgomery presented on Naloxone Kits. These kits are used to prevent heroin, OxyContin and other opioid overdoses. After this training, everyone who is in attendance was able to receive an actual Naloxone kit.

(9.0) Community Input

Joanne was asked if she had a sample Naloxone Policy for agencies. She said she could get the policy that her agencies uses to them.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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(10.0) Announcements

- 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

Adjournment - The meeting adjourned at 1:38pm

Upcoming Planning Council Meetings –

- SPA –Thursday, February 4th , 9:00am – 12:00pm
- QI –Thursday, February 4th 12:00pm – 2:00pm
- MF – Friday, February 12th, 10:30am – 11:30am
- Executive Committee – Friday, February 12th, 9:30am – 10:30am
- Planning Council - Friday, February 12th, 12:00pm – 2:00pm

Attendance Record – 2015

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Chris Cole	A									
2.	Sabrina Delgado	A									
3.	Heather Garofalo	X									
4.	Heidi Jenkins Co-Chair (SPA)	X									
5.	Pat Kelly	A									
6.	Tom Kidder	X									
7.	Joanne Montgomery Co-Chair (SPA)	X									
8.	Raphael Muniz Co-Chair (MF)	A									
9.	Alex Ortiz Co-Chair (MF)	A									
10.	Johny Rivera	X									
11.	Jackie Robertson	X									
12.	Christine Romanik Co-Chair (QI)	X									
13.	Mark Sanchez	X									
14.	Roberta Stewart PC Co-Chair	X									
15.	Charlotte Teel	A									
16.	Ken Teel	A									
17.	Lauren Tierney	X									
18.	Dennis Torres	A									
19.	Ryan White Office	X									
20.	Planning Council Staff	X									
21.	% of Council present:	56%									

Guests: Taylor Lisee, Kartisha Hall, Stephen Leder, Charlene Lee, Krystle Moore, Yamesha Smith, Jennifer Loschiavo, Kelli McDermott, Inthiany Ardila, Natasha Wright, Ramon Rodriguez