



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, November 4, 2016
Start Time: 12:02 pm
End Time: 1:27 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from October 14, 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

There was none

(3.0) Parking Lot Issues

There are none

(4.0) Community Input

There was none

(5.0) Approval of October 14, 2016 Meeting Minutes

A motion to approve the October 14, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik.

For: (10) Delgado, Muniz, Romanik, Jenkins, Ardila, Gau, Montgomery, Cokley, Garofalo, Teel

Against: (0)

Abstain: (1) Stewart

(6.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on November 3, 2016

1. We reviewed the minutes from the October 6, 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. Staff presented the Medical Case Management Health Insurance Survey with updates made at the last meeting and the committee reviewed this and decided that it's ready for distribution.
4. Staff presented the most current Directives and simple updates were made regarding the terms recipient, sub-recipient and service standards. A discussion took place regarding Directive 1.1



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regarding regional allocation and staff presented a comprehensive spreadsheet which included other funding sources for each region. It was decided to make the following changes for Directive 1.1:

- a. Reduce region 1 regional allocation amount by 1%
- b. Reduce region 2 regional allocation amount by .5%
- c. Reduce region 3 regional allocation amount by .5%
- d. Reallocate 1% of these percentages to region 4 and 1% to region 5.

Staff reviewed all changes that were made and answered questions that were asked.

VOTE:

A motion was made to accept the updated Directives for 2017 by Roberta Stewart

For: (10) Delgado, Muniz, Romanik, Jenkins, Ardila, Gau, Montgomery, Cokley, Garofalo, Teel

Against: (0)

Abstain: (1) Stewart

5. The next Strategic Planning and Assessment committee meeting will take place on Thursday, January 5, 2017 from 9:30am – 12:00pm at the Burrough’s Community Center.

QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on November 3, 2016:

1. We approved the Minutes from the October 6, 2017 QI meeting.
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. Staff presented the updated Medical Case Management service standards and further updates were made. Staff will now present the updated standard. We will now vote to approve this.

VOTE

A motion was made to accept the updated Medical Case Management Service Standard by Roberta Stewart

Staff presented all the updates that were made within the standard

For: (10) Delgado, Muniz, Romanik, Jenkins, Ardila, Gau, Montgomery, Cokley, Garofalo, Teel

Against: (0)

Abstain: (1) Stewart

4. We had a lengthy discussion regarding the federal poverty level and staff presented data that was received from the CT DPH as well as the recipient office.
5. The next meeting will be held on Thursday, January 5, 2016 at the Burrough’s Community Center from 12:00pm – 2:00pm.

c. MEMBERSHIP/FINANCE

Roberta Stewart gave this report:

Here is a summary of our meeting that was just held today on November 4, 2016:

1. We reviewed minutes from October 14, 2016 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 committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. Mark reviewed the different areas that are captured on this and their current percentages.
4. The Committee reviewed this year's attendance for the Planning Council and committee meetings and updates were made to ensure the accuracy of the report.
 - 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 6 new applications that were reviewed and all were invited into the Planning Council application process.
5. We discussed the Unobligated Balance Carryover Estimate and it was decided that any funds leftover will be used for labs and divided evenly among the 5 regions.
6. We also discussed a policy to be developed for Carryover Request. Staff will present historical data in the new year and we'll continue to discuss this.
7. We reviewed the PC Feedback from October and all feedback was favorable.

(7.0) Grantee's Office Report

- The Grant Application has been submitted.
- They are going out for bid for Planning Council Support
- They will be working on funding to see what type of study can be done next year.

(8.0) New/Old Business

- **Planning Council Training**

Eric Sherr presented the Care4Today Application Mobil Health Manager. This is a free application for a smart phone for any patients who can set up medication doses and reminders that will help with medical compliance. It's available for free from the app store and easy to install. You can also use the family feature to ensure all family members are staying compliant. It also allows for professionals to set up a network using this to keep track of their client's medical adherence.

- **Regional Updates:**

1. Region 1: no update
2. Region 2: no update
3. Region 3: they are working on establishing a consumer advocacy board for clients for next year and also working on sponsoring a 'town hall' on AIDS and race on 2/3/2017. They are also working on a World AIDS day event.
4. Region 4: World AIDS day event on 12/1

(9.0) Community Input

An attendee thanked everyone for being here.

(10.0) Announcements

There were none

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:52pm

Upcoming Planning Council Meetings –

- a. SPA –Thursday, January 5th, 9:30am – 12:00pm
- b. QI –Thursday, January 5th, 12:00pm – 2:00pm
- c. Executive Committee - Friday, January 13th, November 4th, 9:30am – 10:30am
- d. M/F – Friday, January 13th, 10:30am – 11:30am
- e. Planning Council – Friday, January 13th, 12:00pm – 2:00pm

Attendance Record – 2016

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	-	-	X	X	X	X	A	X	X	X
2.	Bradford Briggs	-	-	-	X	X	X	X	X	X	A
3.	Cassandra Cokley	-	-	-	-	-	-	-	-	-	X
4.	Chris Cole <i>PC Co-Chair</i>	A	A	X	X	X	X	X	A	X	A
5.	Sabrina Delgado	A	X	X	A	X	A	X	X	X	X
6.	Heather Garofalo	X	X	X	A	X	A	A	X	X	X
7.	Heidi Jenkins <i>Co-Chair (SPA)</i>	X	A	X	X	X	A	X	X	X	X
8.	Gerald Lewis	-	-	-	-	-	A	X	A	X	A
9.	Joanne Montgomery <i>Co-Chair (SPA)</i>	X	X	X	A	X	X	X	A	X	X
10.	Raphael Muniz	A	X	A	A	X	A	X	X	X	X
11.	Jackie Robertson	X	X	X	X	X	X	A	A	A	A
12.	Christine Romanik <i>Co-Chair (QI)</i>	X	A	X	X	A	X	X	X	X	X
13.	Mark Sanchez	X	X	X	X	X	X	X	X	X	A
14.	Roberta Stewart <i>PC Co-Chair</i>	X	X	X	X	X	X	A	X	X	X
15.	Charlotte Teel	A	X	X	X	X	X	A	A	X	X
16.	Lauren Gau	X	X	A	X	X	X	A	A	X	X
17.	Dennis Torres	A	X	X	X	A	X	X	A	X	A
18.	Ryan White Office	X	X	X	X	X	X	X	X	A	X
19.	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
20.	% of Council present:	56%	67%	68%	60%	70%	67%	53%	53%	94%	65%

Guests: Nike Jackson, Clara Langley, Wallace Daniels, Marilyn Roman, Loreen Cuiman Carpenter, John Nicklus II, Cherry Brown, Krystle Moore, Charlene Lee, Kelli McDermott, Clunie Jean Baptiste, Nancy Kingwood, Jennifer LoSchiavo, Eric Sherr