



*Roberta Stewart & Chris Cole, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, July 12, 2016  
**Start Time:** 12:01 pm  
**End Time:** 1:22 pm  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from July 22, 2016 meeting minutes

**(1.0) Moment of Silence**

Chris 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**

Chris 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**

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

**(3.0) Parking Lot Issues**

- There are none

**(4.0) Community Input**

The following attendees introduced themselves new CTDPH Dis Workers

- a) Dan Hulten – Contract Specialist – DPH (CADAP, CIPA)
- b) Rhonda Parsons – Contact Specialist – DPH
- c) Marcus Spinner – DIS in New Haven
- d) Tanisha Lambert – DIS in Hartford

Project CoRect / CoNnect - DPH is working with Yale in collobrating efforts to 23/24 sites across the state who have been in care for 12 months and then in the next 6 months fall out of care. Goal is to reach viral suppression in 18months and returned to care in 30 days.

- a) Alita Martinez – Project Connect/Correct - DPH
- b) Justin Mitchell – Project Connect/Correct – DPH
- b) Dustin Pawlow – Project Connect/Correct – DPH

**(5.0) Approval of July 22, 2016 Meeting Minutes**

A motion to approve the July 22, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik

Discussion: Corrections Page 3 and 4, dollar amounts should be commas and not periods , PSRA Vote for Percentage allocations, HEIDI is listed for and against, and it should be AGAINST.



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**For: (4)** Cole, Montgomery, Sanchez, Romanik

**Against: (0)**

**Abstain: (5)** Torres, Delgado, Jenkins, Muniz, Lewis

**(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 August 4, 2016

1. We reviewed the minutes from the June 9, 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. Jeff presented the data requested from the CT Department of Public Health regarding the newly diagnosed HIV cases and also our EMA's HIV Care Continuum.
4. We also discussed the Special Planning Council PSRA meeting and feedback from that. Overall, everyone was pleased with the meeting. We discussed several differences items to follow up on:
5. Our EMA's FPL and is this aligned with the CTDPH, is this across the board for all services or can we pick and choose what services it relates to?
6. Mental Health and Substance Abuse services were discussed as being funded by Medicaid and should we continue to allocate funds as much as we do for these 2 services?
7. AOMC also has several other funding sources and we may want to consider reducing the % of funding moving forward. If this should occur, we may want to apply for a core vs. support waiver.
8. Overall, we discussed the possible need for a long term plan and short term plan to deal with all of these areas.
9. Discussion from Tom, maybe we should raise the FPL to 400% for those who have no insurance. It is possible that we should do a special study regarding the number of people who do not have insurance and consider raising the FPL for these services for under insurance and non-insured clients (undocumented). Also it has been noted that documented residents have to be in Connecticut for at least 5 years before they qualify for Medicaid or State assistance
10. The next Strategic Planning and Assessment committee meeting will take place on Thursday, September 1, 2016 from 9:30am – 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 August 4, 2016:

1. We reviewed minutes from June 9, 2016 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. Staff presented the newly updated Food Bank/Home Delivered Meals and Medical Transportation Service Standards. Thomas worked with Chris and Roberta on making the necessary updates to these service standards and they were approved by the committee.

**VOTE**

Chris Cole made a motion to approve the updated Food Bank service standard, since this comes directly from committee, there is no need for a second:



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**For: (9)** Cole, Delgado, Jenkins, Lewis, Montgomery, Muniz, Sanchez, Romanik, Torres

**Against: (0)**

**Abstain: (0)**

Chris Cole made a motion to approve the updated Medical Transportation service standard, since this comes directly from committee, there is no need for a second:

**For: (9)** Cole, Delgado, Jenkins, Lewis, Montgomery, Muniz, Sanchez, Romanik, Torres

**Against: (0)**

**Abstain: (0)**

4. We reviewed the EMA'S HIV Care Continuum which staff presented and we discussed how to improve upon this graphic. We will be adding the Part A information next to the DPH information in order to compare the two.
5. We will look at the QI portion of the grant guidance when it becomes available.
6. The next meeting will be held on Thursday, September 1, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

#### **c. MEMBERSHIP/FINANCE**

Chris Cole gave this report:

Here is a summary of our meeting that was just held today on August 12, 2016:

1. We reviewed minutes from June 10, 2016 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 committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. Chris 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 all members are accurately reported. Staff will be sending letters out to (1) individual who has 5 absences.
5. 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](http://www.ryanwhitecare.org). At this time we have 2 new applications that were reviewed and invited into the Planning Council membership application process.
6. We reviewed the updated PC Feedback form and we will use the newly updated form at August's PC meeting.

#### **(7.0) Grantee's Office Report**

Tom Butcher gave this report:

- July and August the grantees office has been solidifying the conditions of award and they are almost complete.
- They are still waiting for the RW FOA (grant application)
- Grantee has received the preliminary drafts for the QM reports by Region. Tom will review and have them sent out to the regional leads and then to sub-grantees and finalized. Those should be coming out in September and then in October present to the PC.



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- Contracts are almost completely executed from the final NGA. Grantee had to amend the contracts and all are either executed or signed and waiting to execute them.
- The AGM in DC in 2 weeks

**(8.0) New/Old Business**

- **Planning Council Training**  
Joanne Montgomery presented the Planning Council Membership Training. This included all committee responsibilities, membership requirements, etc. Committee co-chairs were in attendance to answer all questions presented.
- **Regional Updates:**
  1. Region 2 – Hosting annual AIDS picnic next Friday the 18<sup>th</sup> at Lakewood Park in Waterbury 11:30 – 2:30
  2. Region 5 – Busy 340B and DPH Licensure for Substance Abuse

**(9.0) Community Input**

There was none

**(10.0) Announcements**

- Heidi announced that Jim Donniger passed. The CTDPH is hiring another DIS worker.

**(11.0) Planning Council Feedback**

Staff has sent out the link for attendees to complete the online survey and hard copies were available as well.

**(12.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:21 pm

**Upcoming Planning Council Meetings –**

- SPA –Thursday, September 1<sup>st</sup>, 9:30am – 12:00pm
- QI –Thursday September 1<sup>st</sup>, 12:00pm – 2:00pm
- Executive Committee - Friday, September 9<sup>th</sup>, 9:30am – 10:30am
- M/F – Friday, September 9<sup>th</sup>, 10:30am – 11:30am
- Planning Council – Friday, September 9<sup>th</sup>, 12:00pm – 2:00pm

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## Attendance Record – 2016

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

Guests: Cassandra Coakley, Justin Mitchell, Rhonda Parsons, Tanesha Lambert, Daniel Hilton, Kelli McDermott, Alida Martinez, Charlene Lee, Krystle Moore, Albana Lame