



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

*Roberta Stewart & Chris Cole, Co-Chairs*

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, January 12, 2018  
**Start Time:** 12:00 pm  
**End Time:** 1:03 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 November 3, 2017 meeting minutes

#### (1.0) Moment of Silence

Roberta Stewart called the meeting to order at 12:00 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 were none

#### (3.0) Community Input

There was none

#### (4.0) Approval of November 3, 2017 Meeting Minutes

A motion to approve the November 3, 2017 minutes was made by Joanne Montgomery and seconded by Christine Romanik.

**For: (13)** Gau, Montgomery, Ardila, Lame, Daniels, Lewis, Cokley, Sanchez, Teel, Garofalo, Romanik, Brown, Delgado

**Against: (0)**

**Abstain: (3)** Muniz, Cisneros, Stewart

#### (5.0) Planning Council Committee Reports

##### STRATEGIC PLANNING AND ASSESSMENT COMMITTEE

Joanne Montgomery gave the following report:

The SPA Committee didn't meet this month due to a weather event but a discussion about the upcoming needs assessment took place. Here are the details:

Staff suggested doing the MCM Non-Virally Suppressed again from last year may be a good idea to be able to trend the data that is collected. Here is what the NA will look like:

1. Staff will e-mail the NA survey to all PC members for their review and this will be presented at February's SPA meeting on 2/1.
2. Non-virally suppressed NA in each region with incentives – February



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- a. This data will be brought back to SPA and direction will be given to staff regarding moving forward with focus groups.
3. Each region will invite identified clients to these focus groups
4. MCMs will then be interviewed based on the data in their region.

#### **QUALITY IMPROVEMENT COMMITTEE**

There was no meeting due to a weather event

#### **MEMBERSHIP/FINANCE**

Roberta Stewart and Mark Sanchez gave this report:

Here is a summary of our meeting that was just held today on January 12, 2018:

1. We reviewed minutes from November 3, 2017 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. Roberta reviewed the different areas that are captured on this and their current percentages.
4. 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). We currently have 1 new application where the applicant was invited into the application process.
5. We reviewed the PC Feedback from November and all feedback was favorable.
6. The Recipient presented the Expenditures by Service Category report and they are a little below with an expenditure of 69% but expect to make this up in the 4<sup>th</sup> quarter.

#### **(6.0) Recipients Office Report**

Tom Butcher gave this report:

The HRSA site visit that took place in October. They found our service delivery model to be a strength. They are still waiting for the formal report and will know in greater detail the findings and how to address them. Arvil is working on the Ryan White Service Report and the Providers Report. They are cleaning up all the data in CAREWare to ensure the accuracy of these reports.

#### **(7.0) New/Old Business**

- **Planning Council Training**

Joanne Montgomery presented a training on By Laws. This training included:

- The Mission of the Planning Council, duties of the Planning Council, responsibilities of the Planning Council, membership of the PC, Planning Council co-chairs, committees, committee co-chairs, nondiscrimination and conflicts of interest, grievances, advocacy and amendments to the by laws.

#### **(8.0) Regional Updates**

There was none



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**(9.0) Community Input**

An attendee shared that Logisticare is experiencing a great deal of problems right now. Eligible clients are not getting their transportation needs met with the agency. There is hope that this new company is having growing pains and hopefully things will improve soon.

**(10.0) Announcements**

- GBAPP has a women's empowerment group that's held on the 3<sup>rd</sup> Tuesday of every month
- MFAP is having Gay Bingo on February 17<sup>th</sup> from 7pm – 10pm

**(11.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1: 03pm

**Upcoming Planning Council Meetings –**

- a. Strategic Planning and Assessment – Thursday, February 1<sup>st</sup>, 9:30am – 11:30am
- b. Quality Improvement – Thursday, February 1<sup>st</sup>, 12:00pm – 2:00pm
- c. Executive Committee - Friday, February 9<sup>th</sup>, 9:30am – 10:30am
- d. Membership/Finance – Friday, February 9<sup>th</sup>, 10:30am – 11:30am
- e. Planning Council – Friday, February 9<sup>th</sup>, 12:00pm – 2:00pm



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### Attendance Record – 2018

	<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X									
2.	Steven Bonell	A									
3.	Marvin Brown	X									
4.	Max Cisneros	X									
5.	Cassandra Cokley	X									
6.	Chris Cole PC <b>Co-Chair</b>	A									
7.	Wallace Daniels	X									
8.	Sabrina Delgado	X									
9.	Thomas Evans	A									
10.	Heather Garofalo	X									
11.	Lauren Gau	X									
12.	Ryan Grant	A									
13.	Heidi Jenkins <b>Co-Chair (SPA)</b>	A									
14.	Albana Lame	X									
15.	Clara Langley	A									
16.	Gerald Lewis	X									
17.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X									
18.	Raphael Muniz	X									
19.	Christine Romanik <b>Co-Chair (QI)</b>	X									
20.	Mark Sanchez	X									
21.	Roberta Stewart <b>PC Co-Chair</b>	X									
22.	Charlotte Teel	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	73%									

Guests: Erma Benedetto, Kelly McDermott, Jennifer LoSchiavo, Kartisha Hall, Charlene Lee, Clunie Jean-Baptiste, Rich Radocchia, Francesca Quettant