



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, November 3, 2017
Start Time: 12:00 pm
End Time: 1:25 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from October 13, 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

Cerificates and pins were distributed to all Planning Council members who were in attendance.

(3.0) Community Input

There was none

(4.0) Approval of October 13, 2017 Meeting Minutes

A motion to approve the October 13, 2017 minutes was made by Joanne Montgomery and seconded by Christine Romanik.

For: (13) Gau, Montgomery, Ardila, Lame, Daniels, Jenkins, Stewart, Cole, Lewis, Cokley, Sanchez, Teel, Garofalo

Against: (0)

Abstain: (4) Bonell, Brown, Delgado, Romanik

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT COMMITTEE

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 2, 2017

1. We voted on and approved minutes from October 5, 2017
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 Service Category Definitions for review. Updates were made during the meeting the committee approved these:

VOTE: To approve the updated Service Category Definitions



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A motion was made to approve the FY 2018 Service Category Definitions

For: (17) Gau, Ardila, Lame, Daniels, Jenkins, Stewart, Cole, Lewis, Cokley, Sanchez, Teel, Garofalo, Bonell, Brown, Delgado, Romanik, Montgomery

Against: (0)

Abstain: (0)

Staff presented Directives for FY 2018 and updates were also made during this meeting. The final version of these were approved.

VOTE: To approve the updated FY2018 Directives

A motion was made to approve the FY2018 Directives with making the following change:
Remove all instances of Ryan White Office and change to the Recipient's Office.

For: (17) Gau, Montgomery, Ardila, Lame, Daniels, Jenkins, Stewart, Cole, Lewis, Cokley, Sanchez, Teel, Garofalo, Bonell, Brown, Delgado, Romanik

Against: (0)

Abstain: (0)

4. We discussed the upcoming MCM Client Health Insurance Survey and reviewed the information that we will collect throughout the regions.
5. We reviewed the data from the Ryan White Office that identified clients who received EIS services. We will be making another data request to narrow in on the results from each region.
6. Our next meeting will be held on Thursday, January 4th from 9:30am – 12:00pm at the Burrough's Community Center.

QUALITY IMPROVEMENT COMMITTEE

Christine Romanik gave the following report:

Here is a summary of our meeting that was held on November 2, 2017:

1. We voted on and approved the minutes from the October 5, 2017 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 Early Intervention Services Service Standard and updates were made.

VOTE: To approve the updated EIS Service Standard

A motion was made to approve the updated EIS Service Standard:

For: (17) Gau, Montgomery, Ardila, Lame, Daniels, Jenkins, Stewart, Cole, Lewis, Cokley, Sanchez, Teel, Garofalo, Bonell, Brown, Delgado, Romanik

Against: (0)

Abstain: (0)



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4. Our next meeting will be held on Thursday, January 4th from 12:00pm – 2:00pm at the Burrough's Community Center.

MEMBERSHIP/FINANCE

Heidi Jenkins gave this report:

Here is a summary of our meeting that was just held today on November 3, 2017:

1. We reviewed minutes from October 13, 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. Heidi 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. We currently have 2 applications where the attendance requirement was met their application was approved. We also have a current member whose renewal application was approved.

VOTE: To approve the applications of Raphael Muniz, Max Cisneros and Charlotte Teel

For: (17) Gau, Montgomery, Ardila, Lame, Daniels, Jenkins, Stewart, Cole, Lewis, Cokley, Sanchez, Teel, Garofalo, Bonell, Brown, Delgado, Romanik

Against: (0)

Abstain: (0)

5. We reviewed the PC Feedback from October and all feedback was favorable and there were more comments this month.
6. We reviewed attendance and all was reported accurately.
7. The Recipient brought forward the number for the Unobligated Balance Estimate and this was discussed.

VOTE: A motion was made to approve the Unobligated Balance Estimate for this year based on the averages of the last 3 years: 2014, 2015 and 2016 actual carryover requests that were made.

For: (16) Gau, Montgomery, Ardila, Lame, Daniels, Jenkins, Cole, Lewis, Cokley, Sanchez, Teel, Garofalo, Bonell, Brown, Delgado, Romanik

Against: (0)

Abstain: (1) Stewart

(6.0) Recipients Office Report

Beth Auerbach gave this report:

1. The grant application was submitted
2. They are preparing for their site visit from HRSA during the week of November 14th



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(7.0) New/Old Business

- **Planning Council Training**

Joanne Montgomery presented a training on Directives. This training included:

1. The Role of the Planning Council
2. A description of each directive

- **Regional Updates:**

1. Region 5: They are preparing for the HRSA site visit. They opened their new building and are just waiting for the DPH license. Their new name is APEX Community Care. They have expanded their services to behavioral health. Their Worlds AIDS Day is 12/1 at the Anthony's Lake Club at 8:30am.
2. Region 4: World's AIDS Day on 11/30 at 6:00pm at the Methodist Church
3. Region 3: No Report
4. Region 2: They are in the process of hiring 2 MCMs and 1 MCM supervisor
5. Region 1: Yale is preparing for their site visit with HRSA

(8.0) Community Input

There was none

(9.0) Announcements

- Region 2 is getting ready for their Thanksgiving dinner on 11/17 at 2:00 – 4:30 at the Grace Baptist Church.
- Danbury is having their Worlds AIDS Day event on December 1st
- Saturday November 4th MFAPP will have having their Red Ribbon Gala at the Norwalk Inn starting at 6:00pm celebrating 30 years.
- 12/1 World AIDS Day from 10:00am – 1:00pm at UB in Bridgeport

(10.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1: 25pm

Upcoming Planning Council Meetings –

- a. Strategic Planning and Assessment – Thursday, January 4th, 9:30am – 11:30am
- b. Quality Improvement – Thursday, January 4th, 12:00pm – 2:00pm
- c. Executive Committee - Friday, January 12th, 9:30am – 10:30am
- d. Membership/Finance – Friday, Friday, January 12th, 10:30am – 11:30am
- e. Planning Council – Friday, January 12th, 12:00pm –2:00pm



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Attendance Record – 2017

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X	WE	WE	X	X	A	-	X	X	X
2.	Steven Bonell	-	-	-	-	X	X	-	A	A	X
3.	Marvin Brown	-	-	-	-	-	X	-	A	A	X
4.	Cassandra Cokley	A	WE	WE	A	X	X	-	A	X	X
5.	Chris Cole PC Co-Chair	A	WE	WE	A	X	X	-	X	X	X
6.	Wallace Daniels	-	-	-	-	-	A	-	X	X	X
7.	Sabrina Delgado	X	WE	WE	X	X	A	-	X	A	X
8.	Thomas Evans	-	-	-	-	A	A	-	X	A	A
9.	Heather Garofalo	X	WE	WE	A	A	X	-	A	X	X
10.	Lauren Gau	X	WE	WE	X	X	X	-	X	X	X
11.	Ryan Grant	-	-	-	-	X	X	-	X	A	A
12.	Heidi Jenkins Co-Chair (SPA)	A	WE	WE	X	A	X	-	X	X	X
13.	Albana Lame	-	-	-	-	X	X	-	X	X	X
14.	Clara Langley	-	-	-	-	X	X	-	X	X	A
15.	Gerald Lewis	X	WE	WE	A	A	A	-	A	X	X
16.	Joanne Montgomery Co-Chair (SPA)	A	WE	WE	X	X	A	-	X	X	X
17.	Christine Romanik Co-Chair (QI)	X	WE	WE	A	X	A	-	X	A	X
18.	Mark Sanchez	X	WE	WE	X	A	A	-	A	X	X
19.	Roberta Stewart PC Co-Chair	X	WE	WE	X	X	X	-	X	X	X
20.	Charlotte Teel	X	WE	WE	X	X	X	-	A	X	X
	Ryan White Office	X	WE	WE	X	X	X	-	X	X	X
	Planning Council Staff	X	WE	WE	X	X	X	-	X	X	X
	% of Council present:	60%	WE	WE	60%	60%	62%	-	65%	70%	85%

Guests: Max Cisneros, Raphael Muniz, Cindi DuBois, Charlene Lee, Jamelia Beckford, Jose Aquino, Kelli McDermott, Kartisha Hall, Krystle Moore, Jennifer LoSchiavo, Jim Pettinelli, Erma Benedetto