



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 12, 2020
Start Time: 12:08 pm
End Time: 2:00 pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 15, 2020 meeting minutes

(1.0) Moment of Silence

Chris called the meeting to order at 12:08 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 announced that Rich Radocchia is returning as M/F co-chair.

(3.0) Community Input

There was none

Approval of the May 15, 2020 Meeting Minutes

A motion to approve the May 15 2020 minutes was made by Joanne Montgomery and seconded by Rich Radocchia.

For: (10) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia

Against: (0)

Abstain: (2) Cole, Cisneros

(4.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on June 4, 2020:

1. We voted on and approved minutes from May 7, 2019.
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 discussed the CARES Act award which provides one-time funding to help current Ryan White HIV/AIDS Program recipients prevent, prepare for, and respond to COVID-19. Jeff presented the new award that was received based on the resolution of an error that was found. There were many concerns regarding how this new funding would be distributed. It was decided that the allocation would be based on the number of Covid 19 cases in each region and then split evenly between food bank/home delivered meals and housing services.

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4. We also reviewed the datasets to be used in the 2021 PRSA process and the following were approved:
 - Service Utilization 2019
 - In Care Needs Assessment 507 Completed Surveys in EMA
 - Newly Diagnosed Needs Assessment 24 Completed Surveys in EMA
 - 2019 Aged Needs Assessment
 - 2019 Priority Populations Needs Assessment
 - MCM Client Health Insurance Survey from 2019
5. Jeff presented the Part B funding comparison by region by service category to allow attendees to see how this year will be impacted by the reduction in Part B funding.
6. It was decided that we will have a Strategic Planning & Assessment committee data meeting in July to review all data to be used in the PSRA meeting in August. Staff will send out a Doodle poll to see what days/times work best for most.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on June 4, 2020:

1. We approved the meeting minutes from May 7, 2020.
2. We 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 on the Quality Improvement Committee plan. The content has changed based on several factors including the Clinical Quality Management addition to the Recipient's office as well as regional Quality Improvement committees. Suggestions were made and staff will update a formal plan to be presented in September. Sara will continue to work with Dionne on this.
4. The Assessment of the Administrative Mechanism surveys were presented, and updates were made and approved for both the Region Leads and Providers surveys.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on June 12, 2020:

1. We voted on and approved the minutes from the May 15, 2020 meeting.
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 feedback from the May 15th PC meeting and there were some comments that were concerning. We discussed how to improve the language in the feedback survey to invite individuals to reach out to PC Co-Chairs and added PC Staff as well.
4. We reviewed the HRSA reflectiveness mandate and discussed areas of needed improvement.
5. We have 2 PC membership applications that were approved as well as Roberta Stewart's PC co-chair application: **VOTE**

Chris Cole made a motion to approve the Planning Council co-chair application of Roberta Stewart:

For: (12) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia, Cole, Cisneros

Against: (0)

Abstain: (0)



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Chris Cole made a motion to approve the Planning Council membership applications of Armando Erba and Robert James:

For: (12) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia, Cole, Cisneros

Against: (0)

Abstain: (0)

6. We discussed an online training program and staff will look into a system that other Planning Councils are using and report back in June.
7. Our next meeting will be held on Thursday, June 12, 2020 from 9:30am – 12:00pm via Zoom teleconference.

(5.0) Recipients Office Report

Tom Butcher gave the following report:

- The CARES Act funding contract are being worked on throughout the EMA
- They are working on having Telehealth as an option in CAREWare
- CQM team is working on the EMA QM plan based on regional AM plans that are being reviewed.
- They are continuing to work on the zip code study.

(6.0) New/Old Business

• **MOU Review and Approval**

Chris Cole made a motion to approve the MOU coming out of the Executive Committee.

For: (12) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia, Cole, Cisneros

Against: (0)

Abstain: (0)

• **Planning Council Training**

There was no training this month.

(7.0) Regional Updates

All regions continue to work to ensure that service delivery continues for all clients and are using technology to stay connected.

(8.0) Community Input

There was none

(9.0) Announcements

All announcements will be emailed to staff and sent to all PC members.

(10.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 2:00pm



NEW HAVEN / FAIRFIELD
COUNTIES
 RYAN WHITE PLANNING COUNCIL

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Attendance Record – 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	-	-	X	X				
2.	Max Cisneros	A	X	-	-	A	X				
3.	Cassandra Cokley	X	X	-	-	A	A				
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	-	-	X	X				
5.	David Colbert	A	X	-	-	X	X				
6.	Loreen Cuiman	X	X	-	-	A	A				
7.	Sabrina Delgado	X	X	-	-	X	X				
8.	Linda Ferraro	-	-	-	-	A	A				
9.	Kenneth Flyte	-	-	-	-	A	A				
10.	Lauren Gau	X	X	-	-	X	X				
11.	Lisa Gluz	X	X	-	-	A	A				
12.	Albana Lame	X	A	-	-	X	X				
13.	Ronald Montague	-	X	-	-	A	A				
14.	Joanne Montgomery	X	X	-	-	X	X				
15.	Mitchell Namias	-	-	-	-	X	X				
16.	Daniel Pettit	A	A	-	-	X	X				
17.	Richard Radocchia	X	X	-	-	X	X				
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A				
19.	Charlotte Teel	X	X	-	-	X	X				
	Ryan White Office	X	X	-	-	X	A				
	Planning Council Staff	X	X	-	-	X	A				
	% of Council present:	81%	88%	-	-	63%	63%				

Guests Jamelia Beckford, Charlene Lee, Krystle Moore, Sara Burns, Maria Prieto, Clunie Jean-Baptiste, Robert James, Armando Erba, Elda Thomas

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2021 Priority Setting & Resource Allocation Data Session Minutes

Meeting Date: Tuesday, August 4, 2020
Start Time: 10:08 a.m.
End Time: 11:15 a.m.
Location: Zoom Videoconference
Presiding Chairs: Joanne Montgomery and Lauren Gau
Recorder: Michael Koran

(1.0) Moment of Silence

Joanne called the meeting to order at 10:08 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

Joanne welcomed everyone and requested that all Planning Council members and guests introduce themselves, their conflicts of interest, location within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

Joanne reminded all attendees that Thursday, August 6, 2020 will be the 2021 PSRA Session. Joanne also acknowledged that this would be the last PSRA session for Strategic Planning and Assessment (SPA) co-chair, Lauren Gau, who is stepping down from her role. The SPA committee will be looking for a new co-chair to fill that vacancy.

(3.0) Review data sets to be used for the 2021 Priority Setting and Resource Allocation

Staff presented the data sets that have been approved by the SPA committee to be used in the 2021 Priority Setting Resource Allocation meeting. Data sets reviewed:

2021 Priority Setting:

Data Set #1: 2020 In Care Needs Assessment	Data Set #2: 2018 Non-Virally Suppressed Needs Assessment	Data Set #3: 2019 Service Utilization	Data Set #4: 2020 Newly Diagnosed Needs Assessment	Data Set #5: 2019 Aged Needs Assessment	Data Set #6: 2019 Priority Populations
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2021 Resource Allocation:

1. Unduplicated client count for each service category for each Region
2. FY 2020 Allocations by service category for each Region
3. FY 2019 Expenditures by service category for each Region
4. Other funding sources for each Region (Medicaid, RWPB/C)

(4.0) Announcements

None

(5.0) Adjournment



NEW HAVEN / FAIRFIELD
COUNTIES
RYAN WHITE PLANNING COUNCIL

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The meeting adjourned at 11:15 a.m.

Attendance Record

Planning Council Members:

Inthiany Ardila, Max Cisneros, Cassandra Cokley, David Colbert, Chris Cole, Sabrina Delgado, Lauren Gau, Albana Lame, Joanne Montgomery, Mitchell Namias, Rich Radocchia, Roberta Stewart, Charlotte Teel.

Recipient:

Tom Butcher, Lakeisha Green, Arvil Alicea, Dionne Kotey

Guests:

Jennifer Loschiavo, Nancy Kingwood, Sara Burns, Charlene Lee, Krystal Moore, Tequetta Valeriano, Scott Nelson, Kathleen Pitner, Nick Boshnack



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Planning Council Special PSRA Meeting Minutes

Meeting Date: Thursday, August 6, 2020
Start Time: 9:05 a.m.
End Time: 1:46 p.m.
Location: Zoom Videoconference
Presiding Chairs: Lauren Gau and Joanne Montgomery
Recorder: Michael Koran

Summary of Committee Business Votes

(2.0) Moment of Silence

Lauren called the meeting to order at 9:05 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(6.0) Welcome and Introduction

Lauren welcomed everyone and requested that all Planning Council members and guests introduced themselves, state their conflicts of interest, where they town of residence in the EMA and their Planning Council leadership role, if applicable.

(7.0) Co-Chair Announcements

Lauren shared that she would be stepping down from the Planning Council and as Co-Chair of the Strategic Planning and Assessment (SPA) committee. The SPA committee will be looking for a new co-chair to fill the vacancy.

(8.0) FY 2020 Priority Setting and Resource Allocation Discussion/Decision

Lauren gave a summary of the entire process, the work that has been done throughout the year to prepare for this meeting and the data that was collected.

Lauren presented a training on the PSRA process. This training included:

1. NHFF EMA Overview
2. Roles and Responsibilities
3. HRSA Legislative Requirements
4. 2020 PSRA Methodology
5. 2020 Resource Allocation Methodology
6. 2020 Priority Setting Methodology

Jeff Daniel, Collaborative Research, presented an overview of the PSRA Data Sheet which included:

1. Service Category Priorities 2020 vs 2019
2. Epidemiological Data for 2015, 2016 and 2017
3. Grant Awards for 2017, 2018 and 2019
4. Client Utilization for grant years 2016-2018
5. Returned to Care and Newly Diagnosed through EIS for 2015, 2016, 2017 and 2018

2021 Priority Settings Process

Jeff Daniel presented the data sets that were to be reviewed and the weighting system assigned to each data set.

1. 2020 In Care Needs Assessment – this received a weighting of 1, most important

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2. 2018 Non-Virally Suppressed Needs Assessment Survey – this received a weighting of 1, most important
3. 2019 Service Utilization – this received a weighting of 3, somewhat important
4. 2020 Newly Diagnosed Needs Assessment - this received a weighting of 3, somewhat important
5. 2019 Aged Needs Assessment - this received a weighting of 3, somewhat important
6. 2019 Priority Populations- this received a weighing of 3, somewhat important

Rich Radocchia made a motion to accept the FY2021 service category priorities. Charlotte Teel seconded the motion.

For: (11) Ardila, Cisneros, Cole, Delgado, Gau, Lame, Montgomery, Namias, Radocchia, Stewart, Teel

Against: (1) Colbert

Abstain: (0)

Service Category	2021 Ranking
Outpatient/Ambulatory Health Services	1
Food Bank/Home Delivered Meals	2
Medical Transportation	3
Medical Case Management	4
Oral Health Care	5
Housing Services	6
Mental Health Services	7
Emergency Financial Assistance	8
Substance Abuse Services-Outpatient	9
Health Insurance Premium/Cost Sharing Assistance	10
Substance Abuse Services-Inpatient	11
Local AIDS Pharmaceutical Assistance	12
Denotes Core Service	
Denotes Support Service	

2021 Resource Allocation Process

Joanne Montgomery and Lauren Gau led the 2021 Resource Allocation process. Listed below is the resource allocation methodology for each service category.

1. **Outpatient/Ambulatory Health Services:** Level funding for Regions 1, 2 and 3/Unduplicated client count in Regions 4 & 5 multiplied by cost per client average across all Regions (\$927)
2. **Medical Case Management:** \$1292 cost per client multiplied by FY 19 unduplicated client count for each Region (Offset for Region 1 for FY 19 unspent funds totaling \$19,317)
3. **Substance Abuse Services-Outpatient:** Level funding for all Regions except Region 2 (avg cost/client for Regions 1, 3, 4, 5 (\$2,492) multiplied by Region 2's 2019 unduplicated client count (n=22))

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4. **Oral Health Services:** \$1000 cost per client multiplied by each Region's FY19 unduplicated client count
5. **Health Insurance Premium/Cost Sharing Assistance:** FY 19 cost per client average across all Regions (\$357) multiplied by each Region's FY 19 unduplicated client count
6. **Mental Health Services:** \$2500 cost per client multiplied by each Region's FY 19 unduplicated client count (Offset for Region 2 for FY 19 unspent funds totaling \$16,991)
7. **Substance Abuse Services-Inpatient:** Level funding based on FY19 allocation
8. **Housing Services:** FY 19 cost per client in each Region multiplied by FY 19 unduplicated client count in each Region (Offset for Region 2 for FY 19 unspent funds totaling \$12,361)
9. **Food Bank/Home Delivered Meals:** FY 19 cost per client in each Region multiplied by FY 19 unduplicated client count in each Region
10. **Emergency Financial Assistance:** \$500/client multiplied by FY 19 unduplicated client count in each Region +15 RWPB clients due to RWPB funding reductions
11. **Medical Transportation:** FY 19 average cost per client across all Regions multiplied by FY 19 unduplicated client count in each Region

Chris Cole made a motion to approve the FY2021 Resource Allocation. The motion was seconded by David Colbert.

For: (12) Ardila, Cisneros, Colbert, Cole, Delgado, Gau, Lame, Montgomery, Namias, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

		Total Request	\$ 5,691,195
		Max Request	\$ 5,691,195
<u>Service Category</u>	<u>FY21 Part A Grant Request</u>	<u>% of Allocation</u>	<u>FY21 MAI Grant Request</u>
Outpatient/Ambulatory Health Services	\$ 319,367	7%	
Medical Case Management	\$ 1,495,376	34%	\$ 407,100
Substance Abuse Services-Outpatient	\$ 694,395	16%	
Mental Health Services	\$ 680,509	15%	
Oral Health Care	\$ 169,000	4%	
Health Insurance Premium/Cost Sharing	\$ 48,177	1%	
Substance Abuse Services-Inpatient	\$ 350,086	8%	
Housing Services	\$ 248,817	6%	
Food Bank/Home Delivered Meals	\$ 178,988	4%	
Emergency Financial Assistance	\$ 166,500	4%	
Medical Transportation	\$ 79,200	2%	
TOTAL ALLOCATION	\$ 4,430,415	100%	\$ 407,100

(9.0) Announcements

None

(10.0) Adjournment - The meeting adjourned at 1:46p.m.



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Attendance Record

Planning Council Members:

Inthiany Ardila, Max Cisneros, David Colbert, Chris Cole, Sabrina Delgado, Lauren Gau, Albana Lame, Joanne Montgomery, Mitchell Namias, Rich Radocchia, Roberta Stewart, Charlotte Teel

Recipient:

Tom Butcher, Lakeisha Green, Arvil Alicea, Dionne Kotey

Guests:

Jennifer Loschiavo, Nancy Kingwood, Sara Burns, Charlene Lee, Krystal Moore, Tequetta Valeriano, Ben Geertz, Merceditas Villanueva, Maritza Bond, Kathleen Pitner