



*Beverly Leach & Roberta Stewart, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, September 13, 2013  
**Start Time:** 12:05pm  
**End Time:** 1:26 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 the August 9, 2013 meeting minutes

**(1.0) Moment of Silence**

Roberta Stewart called the meeting to order at 12:10 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) 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.

**(3.0) Co-Chair Announcements**

- Roberta spoke about the resource allocation process and the work that SPA does.
- There was a great turnout and lots of guests, let's keep it up.

**(4.0) Parking Lot Issues**

There are none

**(5.0) Community Input**

- A guest commented on all the support that she's received and how much she is advancing in her life due to this.

**(6.0) Approval of August 9, 2013 Meeting Minutes**

A motion to approve the minutes was made by Joanne Montgomery and seconded by Ric Browne.

**For: (9)** – Browne, Garofalo, Kidder, Kuerze, Leach, Moffett, Montgomery, Ortiz, Romanik,

**Against: (0)**

**Abstain: (5)** – Datcher, Jenkins, Stewart, Sideleau, Torres



## **(7.0) Planning Council Committee Reports**

### **a. STRATEGIC PLANNING & ASSESSMENT**

Joanne Montgomery gave the following Strategic Planning and Assessment Committee report:

- The minutes from August 1, 2013 were reviewed and approved.
- Comments were heard from the Bridgeport region regarding reduction in funding and ideas of how we can better serve clients with less money. Joanne also reiterated the importance of committee attendance in order to have a voice in the processes which affect consumers.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- Allocations for the FY2014 grant application were discussed and Jeff presented on the resource allocation process and reviewed the allocations that were approved for last year. He also gave an overview of the process and spreadsheet format. The committee approved the allocations for the FY2014 grant application in the amount of \$7,457,079. VOTE NEEDED HERE FOR FINAL APPROVAL BY PLANNING COUNCIL.

Joanne Montgomery made a motion to accept the allocations in the amount of \$7,457,079 for the FY2014 grant application.

**For: (10)** – Browne, Garofalo, Jenkins, Kidder, Leach, Ortiz, Moffett, Montgomery, Ortiz, Romanik,

**Against: (0)**

**Abstain: (4)** – Datcher, Kuerze, Stewart, Torres

- A discussion took place regarding the MAI funds and if leaving them in EIS was the best decision. An item was added to the parking lot:
- When discussing MAI funds, we need to collect more data in order to determine if EIS is the most effective area for these funds.
- The committee did approve leaving all Minority Aids Initiative funds in EIS at this time.
- Another item was added to the parking lot regarding the allocation calculations. Is there data that we can evaluate to better determine the allocation amounts in all service categories?
- The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 3, 2013 from 10:00am – 12:00pm at the Burrough's Community Center.

### **b. QUALITY IMPROVEMENT**

Brian Datcher gave the following Quality Improvement Committee report:

- The minutes from May 4, 2013 and July 3, 2013 were voted on and approved.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.



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- Tracy presented on the Agency Specific Plan to Do Study Act. All (5) regions were listed with specific agencies identified. Within each agency, there were specific areas identified for studies.
- Tracy also reviewed the preliminary site findings and areas where technical assistance was required including sampling methodology, pilot services and grant data. A long discussion took place touching on the following topics: EIS coming out of pilot mode and creating Standards of Care, the feedback from the Acuity Scale tool that was tested, and the possibility of moving all clients to have a required MCM in order to track client counts and eligibility.
- A parking was added: When a client is referred to a primary medical doctor, in some regions the wait time on an appointment is unacceptably long. When discussing Standards of Care – this needs to be addressed.
- The need for a new co-chair was discussed and at this time there were no volunteers.
- The next meeting will be held on Thursday, October 3, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm

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

Alex Ortiz gave the following report for the Membership/Finance Committee:

- The minutes from August 1, 2013 were reviewed and approved.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- The Planning Council Feedback form was reviewed and the overall feedback was good.
- The committee reviewed the attendance and all attendance was found to be accurate.
- The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and everything is good right now.
- (2) applications were presented to the committee, (1) renewal and (1) new application. Each applicant needs to satisfy attendance to (1) Planning Council meeting before the final vote.
- The committee discussed scheduling a consumer forum and it was decided at this time given the reduction in funding not to have one. The results in gaining new Planning Council members from consumer forums have not been good. A parking lot item was asked to go to the SPA committee:
  - When talking about directives to consider having region leads have a mechanism to formally follow up on all potential Planning Council members. -
- The grantee reported that the August 31<sup>st</sup> deadline for all contracts has been extended due to a malfunction in the accounting software. Also, they have highered a CAREWare administrator and we should be able to have great data now.
- The next meeting will be held on Thursday, October 3, 2013 at the Burrough's Community Center from 2:00pm-4:00pm.

A discussion took place explaining the requirements for becoming a Planning Council member to inform all the guests in attendance today.



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**(8.0) Grantee's Office Reports**

Tom Butcher, Program Director, gave the following report:

- The grantee reported that the Federal Shutdown is not affecting the Ryan White programs as we are an exempt program.
- The FY2014 grant was successfully submitted on 10/2/2013.
- QI site visits and program monitoring visits are completed and the reports are being reviewed by all region leads.
- Notice of grant award is expected by the end of February 2014.
- Arvil Alcea is the new CAREWare administrator and has a strong background in CAREWare.

**(9.0) New/Old Business**

- **Planning Council Training**

Roberta presented and explained the outcome of the Assessment of the Administrative Agency results presented during the Executive Committee meeting.

A motion was made by Roberta Stewart to accept the results of the Assessment of the Administrative Agency with full compliance as presented without deficiencies and with no corrective action needed.

**For: (13)** – Browne, Garofalo, Jenkins, Kidder, Leach, Ortiz, Moffett, Montgomery, Ortiz, Romanik, Datcher, Kuerze, Torres

**Against: (0)**

**Abstain: (1)** – Stewart

- A discussion took place to brainstorm about how to get more Planning Council members and suggestions were heard.
  1. Look at previous applications from people who didn't follow through on their application and find out why they didn't continue.
  2. Challenges that have been heard were transportation issues and home health care aids coming in during the day, some are working during the day.
  3. Having Planning Council members attend the regions continuums and provide Planning Council trainings to their attendees.
  4. We may need to consider having assigned committees to encourage members to attend specific meetings.
  5. We may want to look at the changes we've made in our council with a central locations and meeting times and see how they've impacted the Planning Council attendance and membership.

**(10.0) Public Comment**

- No comments were made



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**(11.0) Announcements**

- Heather has resigned from Staywell Health Center and will be staying on the Planning Council.
- Leeway has expanded to 30 residential care home beds
- Aids Project N.H. is having a fundraiser on 9/28 called Octoberfest at the New Haven Country Club.
- Friday 9/27: Carlo DeClemente to talk about stages of change at RNP who was ranked #3 in for best places to work.
- Bridgeport Aids Walk on 10/8 on McLevy Green in Downtown Bridgeport.
- Several positions are opened at RNP, please see Joanne for details.
- Worlds Aid Day on 12/2 from 11:00 – 1:30pm at the University of Bridgeport.

**(12.0) Planning Council Feedback**

- Roberta asked all participants to complete the Planning Council Feedback forms and return them to Jeff.

**(13.0) Adjournment** - The meeting adjourned at 1:31pm

**Upcoming Planning Council Meetings –**

- SPA –Thursday, October 3<sup>rd</sup>, 10:00am – 12:00pm
- QI –Thursday, October 3<sup>rd</sup>, 12:00pm – 2:00pm
- MF – Thursday, October 3<sup>rd</sup>, 2:00pm – 4:00pm
- Executive Committee – Friday, October 11<sup>th</sup>, 10:30am – 11:30am
- Planning Council- Friday, October 11<sup>th</sup>, 12:00pm – 2:00pm

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## Attendance Record – 2013

	<b>Council Member</b>	Jan	Feb	Mar	April	May	July	Aug	Sep	Oct	Nov
1.	Ric Browne	X	X	A	X	X	X	X	X		
2.	Brian Datcher <b>Co-Chair (QI)</b>	X	X	X	X	X	X	A	X		
3.	Heather Garofalo	-	-	X	X	X	A	X	X		
4.	Heidi Jenkins <b>Co-Chair (SPA)</b>	X	X	X	X	A	X	A	X		
5.	Tom Kidder	X	X	A	A	X	X	X	X		
6.	Brian Kuerze	X	X	X	X	X	A	X	X		
7.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X	A	X	X		
8.	Ronald Lee	X	X	X	X	A	X	A	A		
9.	Caesar Moffett, Jr. <b>Co-Chair (MF)</b>	X	X	X	X	A	X	X	X		
10.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	A	A	A	X	X	X		
11.	Alex Ortiz <b>Co-Chair (MF)</b>	X	X	X	X	X	X	X	X		
12.	Christine Romanik	X	A	X	X	X	X	X	X		
13.	Poonam Sharma	-	-	-	-	-	A	A	A		
14.	Robert Sideleau	X	A	A	A	X	X	A	X		
15.	Roberta Stewart <b>PC Co-Chair</b>	A	A	X	X	X	X	X	X		
16.	Dennis Torres	X	X	A	X	X	X	A	X		
17.	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	75%	60%	52%	71%	67%	72%	61%	88%		

Guests: Cam Crosby, Sylvia Mitchell, Lauren Tierney, Meyshell Berner, Ruiy Tom, Anna Ida Eslaba, Inthiany Ardila, Lorrie P. Wesoly