



*Beverly Leach & Roberta Stewart, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, November 15, 2013  
**Start Time:** 12:05pm  
**End Time:** 2:05 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 October 11, 2013 meeting minutes

**(1.0) Moment of Silence**

Roberta Stewart called the meeting to order at 12:05 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 fact that Beverly Leach's Planning Council Co-Chair Position term is up on January 31, 2014. We are currently looking for nominations to fill this position. All nominations must be received by January 6, 2014.

**(4.0) Parking Lot Issues**

There are none

**(5.0) Community Input**

- No comments were made

**(6.0) Approval of October 11, 2013 Meeting Minutes**

A motion to approve the minutes was made by Bob Sideleau and seconded by Beverly Leach.

**For: (10)** – Browne, Datcher, Garofalo, Kuerze, Moffett, Montgomery, Ortiz, Sideleau, Tierney, Torres

**Against: (0)**

**Abstain: (2)** – Leach, Stewart



**(7.0) Planning Council Committee Reports**

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

1. We reviewed the minutes from the October 3<sup>rd</sup>, 2013 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. The activity to 'define a new study' was on the PCAT but not on the agenda due to the reduction in funding. Ryan White funding for Fiscal Year 2013 has been reduced by approximately \$900,000. Tom Butcher, Grantee, offered to take a look into the funds available to Ryan White in his office at the end of the fiscal year and see if there may be enough to fund a new study. Other than that, we are right on target with all other activities.
3. Jeff, Planning Council Staff, Provided an Overview of Health Care Reform, The National HIV/AIDS Strategy and its Impact to RW Part A. There was a lengthy discussion about all of the current unknown areas regarding what the different payor options will or will not pay for regarding Ryan White Services and where we need to make sure there is funding for those areas with Ryan White dollars. We also talked about the federal budget cutbacks and the loss of the hold harmless clause as well. Planning Council Staff and the Grantee are going to conduct a comprehensive analysis using data from CAREWare which is the computer software used to capture information on all clients in the Ryan White system, the dollars spent and the service categories where the money is being used. Once we can determine what portion of Ryan White services are not covered by other pay sources, we can then move forward to determine how much funding will be needed to make sure all clients will have access to services. There was also a discussion about another reduction in funding for the next fiscal year 2014, which starts March 1<sup>st</sup>, 2014.. Our Ryan White award for the next fiscal year may be reduced by another \$900,000 and we'll need to start planning ahead to be prepared..
4. We have several items in our Parking Lot which are topics that we need to continue to talk about and discuss. They are:
  - When discussing Directives also look at how we deliver services, what does Ryan White funding provide. Financial eligibility may require Ryan White moves to a closed system where every person has a Medical Case Manager to better determine client counts and eligibility or a process to make sure financial eligibility is determined within the guidelines from HRSA. – this item will stay open on the SPA committee agenda
  - When discussing Directives – Bridging the gap in communication between the regional leads and the Planning Council was discussed and detailing the goal of having the regions have a more formal process in which to do this. - It was decided that Staff and Planning Council Co-Chairs will work together on getting the regional leads to Planning Council committee meetings. Staff will also e-mail the meeting agendas to all Regional leads monthly.
  - When discussing Minority AIDS Funding, we need to collect more data in order to determine if Early Intervention Services is the most effective area for these funds. - This is a CAREWare issue and will be available once CAREWare is up to date in the EIS



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area. Once the EIS Pod concludes and the Standards of Care are determined, the information that is needed will be better identified and can be used to look into the best allocation for the MAI funds.

- Regarding the allocation calculations. Is there data that we can evaluate to better determine the allocation amounts in all service categories? - This will be part of the study that Staff and the Grantee will be doing in looking at all the data by service category and how the Affordable Care Act will impact the services that are currently being paid for by Ryan White.
- A discussion took place during the Planning Council meeting in October regarding having a formal process to address any questions and concerns coming from consumers regarding issues within their region.- The Grantee is present at every meeting and this perhaps is the vehicle that is already in place to ensure that everyone’s concerns are being addressed appropriately.

The next Strategic Planning and Assessment committee meeting will take place on Thursday January 9<sup>th</sup>, 2014 from 10:00am – 12:00pm at the Burrough’s Community Center.

**b. QUALITY IMPROVEMENT**

Brian Datcher gave the following Quality Improvement Committee report:

1. We reviewed minutes from October 3<sup>rd</sup>, 2013 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. At this time, we are right on target with the completion of our activities.
3. We also discussed the need for a new co-chair for this committee and we have (2) interested members of the Planning Council, Ric Browne and Lauren Tierney.
4. Tracy Kulik created a presentation which Tom Butcher presented at our meeting. The presentation was a summary of all the technical assistance based on the 2013 Site Visit Findings, a Review of the National HIV/AIDS Strategy ('NHAS') and New Haven-Fairfield Counties Performance and finally an update on the (EIS) Early Intervention Services POD which took place on October 29<sup>th</sup> at the new Southwest Community Healthcare Center. There were (26) attendees from Ryan White Part A, Part B and Part C. The next POD session will take place on November 19<sup>th</sup>.
5. There is (1) item in the Parking Lot which is an area for issues that we need to continue to talk about. The issue is: When there is a referral done to see a doctor – it could take months to get to see a doctor, this turn-a-round needs to take place within days. There is a tiered care system that is coming to be. This discussion would take place under Standards of Care. This was discussed in detail by members who have had this experience. It was decided that the Grantee will call the medical providers and let them know that when there is a referral by EIS, there is an expectation that a patient needs to get seen by a medical practitioner within (5) business days and also, we’re moving to a test and treat model of care. – This is being addressed during the EIS Pod.
6. The next meeting will be held on Thursday, January 9, 2014 at the Burrough’s Community Center from 12:00pm – 2:00pm.

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- A discussion took place regarding the open co-chair position for this committee.

**c. MEMBERSHIP/FINANCE**

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

1. We reviewed minutes from October 3, 2013 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. At this time, we are on target with the completion of our activities.
3. The committee analyzed the Planning Council membership for the Federal Reflectiveness Mandate which is defined by HRSA to make sure the demographics of the Planning Council membership matches the demographics of the PLWHA (People Living with HIV/AIDS) in our EMA (Eligible Metropolitan Area)
  - We are in need of a member who would represent Ryan White Part C and a member who would represent Ryan White Part D.
  - We are also out of compliance with our non-conflicted HIV status which means that we need a member who is HIV+ and does not work for any agency that receives Ryan White funding. We are expecting to have this resolved in January when one of our Planning Council members who is HIV+ will no longer be employed at an agency that receives Ryan White Part A funding.
4. We reviewed the Planning Council Feedback form that was filled out by Planning Council members at the October Planning Council meeting. Overall, the feedback was good. There were comments about the basement not being a great place for a meeting because it was hard to hear what everyone was saying.
5. We reviewed all Planning Council members' attendance and it was found to be accurate. In January, per the Planning Council's By-Laws, all members' terms reset and each member is allowed to miss (4) committee meetings and (4) Planning Council meetings and if you are on the Executive Committee, you are also allowed (4) Executive committee absences.
6. One renewal application for Planning Council was reviewed and approved to be brought to the Planning Council for final approval. 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, the Membership/Finance committee MOVES that Brian Kuerze's application to the Planning Council be accepted. *As this motion comes from committee, it does not require a second.*

A motion was made by Roberta Stewart to approve the Planning Council Application of Brian Kuerze for renewal.



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**For(12) Browne, Datcher, Garofalo, Kidder, Leach, Moffett, Montgomery, Ortiz, Sharma, Sideleau, Tierney, Torres**  
**Against(0)**  
**Abstain(2) Kuerze, Stewart**

7. We have one new member to the Planning Council—Lauren Tierney and Jeff will be sitting down with her, in between the Executive Committee and the Planning Council meeting to review Planning Council New Member Training.
8. Last month at the Planning Council meeting on October 11<sup>th</sup>, Planning Council members filled out a questionnaire that will help this committee to find out how members are feeling about the Council and any areas where we can make improvements. We went over all the answers from this questionnaire and here are the topics that came up:
  - Members feeling as though they are not making a difference, we need to get better at making members feel valued
  - Members need to be more involved with the different committee processes
  - We need to train members more and help them to speak up for themselves when they don't understand what it being talked about.
  - We may want to have mentors for new Planning Council members to help them in the beginning.
  - Same day meetings, currently all (3) committee meetings are held on the same day
9. There was vote taken for the carryover request which is a formal and documented request made to HRSA when there are funds leftover in service categories. The committee voted to approve the request to carryover no more than 5% of the formula award and use these funds for laboratory tests. This money will be split equally among the 5 regions in our (EMA) Eligible Metropolitan Area. At this time, the Membership/Finance committee MOVES that the Planning Council accept the committee's carryover request of up to 5% of Formula award to be divided evenly between the five regions and used for laboratory services only. *As this motion comes from committee, it does not require a second.*

Roberta Stewart made the motion to accept the committee's carryover request of up to 5% of Formula award to be divided evenly between the five regions and used for laboratory services only.

**For(14) Browne, Datcher, Garofalo, Kuerze, Kidder, Leach, Lee, Moffett, Montgomery, Ortiz, Sharma, Sideleau, Tierney, Torres**  
**Against(0)**  
**Abstain(1) Stewart**

10. The grantee, Tom Butcher, reported on Financial and Administrative updates and will talk about this in detail later on in our agenda
11. The next meeting of the Membership/Finance committee will be held on Thursday, January 9<sup>th</sup>, 2014 at the Burrough's Community Center from 2:00pm-4:00pm.



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

Tom Butcher, Program Director, gave the following report:

- He is preparing the Ryan White Services Report. This is a report with all client level data on demographics, finances and service category usage and many other areas.
- The Early Intervention Services POD is working on the standards of care for EIS at this time. A broad range of experts in the EIS field are meeting to work on the standards to ensure they are effective.
- There is a new mayor in New Haven for the 1<sup>st</sup> time in 20 years and is taking over in January. Toni Harp is not aware of our current membership process for Planning Council and Tom is going to find out what the process will be moving forward with this and he and Jeff will have a meeting with her.
- They are also working on budget revisions which must be submitted by November 30, 2013.

**(9.0) New/Old Business**

• **Planning Council Training**

Leif Mitchell presented on the HIV Treatment Cascade. This is a model that is used to identify the gaps in HIV care and includes (5) stages of care.

**(10.0) Community Input**

- There was none

**(11.0) Announcements**

- MCM opening for EIS
- Red Ribbon Gala 11/30 6:00-9:00 and contact Mid Fairfield Aids Project for more details
- Beverly thanked everyone for their support after her surgery
- 11/23 in New Haven Bob Sideleau has a body improvement workshop at Fair Haven Community Center.
- Worlds Aid Day on 12/2 from 11:00 – 1:30pm at the University of Bridgeport.
- APGD is selling Vineyard Vines Ties to help to raise money.
- Leeway will be celebrating 18 years of being in business on Thursday, 10/17/13. The alumni society will be there at 2:30pm to help celebrate.
- 12/6 in New Haven at the United Church on the green and will be honoring John DeStefano.
- December 1<sup>st</sup>, Waterbury World Aids Day at St. John's Church. There will be guest choirs, dancers and Tom Butcher will be the guest speaker there.

**(12.0) Planning Council Feedback**

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

**(13.0) Adjournment** - The meeting adjourned at 2:05 pm



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**Upcoming Planning Council Meetings –**

- SPA –Thursday, January 9<sup>th</sup>, 10:00am – 12:00pm
- QI –Thursday, January 9<sup>th</sup>, 12:00pm – 2:00pm
- MF – Thursday, January 9<sup>th</sup>, 2:00pm – 4:00pm
- Executive Committee – Friday, January 17<sup>th</sup>, 10:30am – 11:30am
- Planning Council- Friday, January 17<sup>th</sup>, 12:00pm – 2:00pm

**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	X	X
2.	Brian Datcher <b>Co-Chair (QI)</b>	X	X	X	X	X	X	A	X	X	X
3.	Heather Garofalo	-	-	X	X	X	A	X	X	X	X
4.	Heidi Jenkins <b>Co-Chair (SPA)</b>	X	X	X	X	A	X	A	X	X	A
5.	Tom Kidder	X	X	A	A	X	X	X	X	X	X
6.	Brian Kuerze	X	X	X	X	X	A	X	X	X	X
7.	<i>Beverly Leach</i> <b>PC Co-Chair</b>	A	A	X	X	X	A	X	X	A	X
8.	Ronald Lee	X	X	X	X	A	X	A	A	X	X
9.	Caesar Moffett, Jr. <b>Co-Chair (MF)</b>	X	X	X	X	A	X	X	X	X	X
10.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	A	A	A	X	X	X	X	X
11.	Alex Ortiz <b>Co-Chair (MF)</b>	X	X	X	X	X	X	X	X	X	X
12.	Christine Romanik	X	A	X	X	X	X	X	X	A	A
13.	Poonam Sharma	-	-	-	-	-	A	A	A	A	X
14.	Robert Sideleau	X	A	A	A	X	X	A	X	X	X
15.	Roberta Stewart <b>PC Co-Chair</b>	A	A	X	X	X	X	X	X	X	X
16.	Lauren Tierney	-	-	-	-	-	-	-	-	-	X
17.	Dennis Torres	X	X	A	X	X	X	A	X	X	X
18.	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	75%	60%	52%	71%	67%	72%	61%	88%	81%	88%

Guests: Cam Crosby, Sylvia Mitchell, Sabrina Delgado, Norma Curbelo, Raphael Muniz, Erica Mercer, Erma Benedetto, Joseph Johnson, Dino Soto