



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, September 12, 2014
Start Time: 12:09 pm
End Time: 1: 45 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from August 26, 2014 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:09p.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

- The Membership Finance Committee meeting time and day has been changed to the same Friday as the Executive Committee and Planning Council Meetings. The times are the following:
Executive Committee: 9:30am – 10:30am
Membership Finance Committee: 10:30am – 11:30am
Planning Council: 12:00pm – 2:00pm

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of August 26, 2014 Meeting Minutes

A motion to approve the minutes was made by Bob Sideleau and seconded by Christine Romanik

For: (6) Mitchell, Delgado, Sideleau, Jenkins, Romanik, Torres

Against: (0)

Abstain: (4) Stewart, Sanchez, Ortiz, Muniz

(6.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Heidi Jenkins gave the following report:

- She started out with her training on the special Planning Council PSRA meeting. She began with the graphic showing the 2015 Priority Setting Process and the 2015 Resource Allocation Process. She explained the steps of each process to the attendees. She then presented the percentages that were approved at that meeting and compared them to 2014 percentages that were allocated.



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Here is a summary of our meeting that was held last Thursday on September 4th:

1. We reviewed the minutes from the August 7, 2014 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. All activities are right on target.
3. We reviewed the Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White. The insurance survey results from the EMA were discussed and their accuracy was talked about. It was determined that this survey will be given again 90 days after the next open enrollment period ends.
4. Joanne summarized the special Planning Council PSRA meeting that was held on August 26, 2014. The PSRA process for FY2015 was presented along with the percentages that were approved. All planning council members should receive this document via e-mail.
5. Discuss topics for region leads for planning council meeting – The topic for October’s Planning Council meeting will be how they are ensuring ‘eligibility’ is getting done and how is it working in their region. What are the strengths and weaknesses they’ve found?
6. We have a new parking lot item:
 - For the PSRA Process: Please use datasets that ask the same questions. It’s difficult to use data that asks different questions and weigh it appropriately. (During this there was a discussion regarding funding that allows us to conduct more current surveys throughout the region). Also, please present program Income information regarding reimbursement for services by region. Also, redo the insurance survey 90 days after the open enrollment period ends.
 - PSRA Framework: Include data requests for PSRA, ACA, accurate CAREWare numbers, Standards of Care, Standards of Care: SNAP application required, regional service category details, EIS detailed data, and eligibility specialists. This will be resolved when we discuss PSRA in August. This will be added as a new agenda item each month therefore this is now closed.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 2, 2014 from 10:00am – 12:00pm at the Burrough’s Community Center.

b. QUALITY IMPROVEMENT

Raphael Muniz gave the following report:

Here is a summary of our meeting that was held last Thursday, September 4, 2014:

1. We reviewed minutes from August 7, 2014 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. Tracy Kulik presented information on Early Intervention Services Continuum. The presentation included the following: identify, inform, refer, link, and viral suppress. The 5 main stages of the HIV Care Continuum were also discussed: diagnosed, link to care, retained in care, prescribed antiretroviral therapy (ART), and virally suppressed. Also, the treatment cascade was presented which links each stage to a goal, outcome and service categories where that information can be found. This was all part of the Agency Specific Plan-Do-Study-Act (PDSA) Initiatives. Tracy asked the attendees to bring their questions or e-mail them to her regarding site visit results.
4. There are currently no items in the parking lot.
5. The next meeting will be held on Thursday, October 2, 2014 at the Burrough’s Community Center from 12:00pm – 2:00pm.



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c. MEMBERSHIP/FINANCE

Alex Ortiz gave the following report:

Here is a summary of our meeting that was held last Thursday on September 4, 2014:

1. We reviewed minutes from August 7, 2014 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 Planning Council feedback form was reviewed from (2) meetings, the regular Planning Council Meeting held on August 15th and the special PSRA Planning Council meeting held on August 26th and all feedback was very favorable.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. There are a couple of areas where we need to focus on. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 11%. We are in need of individuals who will help increase this number.
5. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.
6. 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 received (2) new Planning Council applications and it was decided that these applicants will be invited to begin the Planning Council Application Process. Each new applicant is required to attend (1) committee meeting and (1) Planning Council meeting.
7. Thomas Schucker reported on behalf of Tom Butcher on Financial and Administrative updates and will talk about this in detail later on in our agenda.
8. We discussed the need for a new co-chair and Jerod Geter was suggested. Alex will reach out to him to see if he is interested in considering this position. If not, Tom Kidder said he would consider it.
9. The next meeting of the Membership/Finance committee will be held on Friday, October 10, 2014 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Reports

Lakeisha Green, from the Ryan White office, gave the following report:

- All contracts are completed
- 4 out of the 5 regions have submitted their draw downs for payments and should be receiving their checks.
- Once all regional draw downs are received, the expenditure report will be completed. This should be done by the October meeting.
- The grant application is underway and should be ready to submit by the end of next week. It is due by September 19, 2014.
- Arvil provided new regional data that will be used when looking at Directives.

(8.0) New/Old Business

• Planning Council Training

Heidi Jenkins gave a summary of the special Planning Council PSRA meeting that took place on August 26, 2014 in the Strategic Planning and Assessment meeting summary.



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(9.0) Regional Updates

- Region I (New Haven): Bob Sideleau – they use incentive cards in the amount of approximately \$5.00 each to help get consumers to their continuum meetings. Bob reported that transportation to Bridgeport is a barrier.
- Region II (Waterbury): Mark Sanchez – they have a consumer advisory group that meets but their continuum meetings have been fairly scarce of attendees. Their consumers receive advocacy training and outreach programs made available to them with incentives provided. Harlem hospital provides this program.
- Region III (Bridgeport): Raphael Muniz – they are trying to provide transportation to our meetings, incentive cards would be offered as well. They starting a fund raising committee to pay for the incentives that they use.
- Region IV (Stamford/Norwalk): Dennis Torres – This has been discussed in their meetings and Dennis suggested that M/F have a budget that pays for incentives to get non-conflicted consumers to become members of Planning Council. Locally they do not have great participation. When they have a special event, they provide incentives.
- Region V (Danbury): Roberta Stewart – This region has had good representation. Roberta suggested that they give incentives to the medical case managers to try to get their clients to a Planning Council meeting. They use their life skills counselor to provide transportation to the meetings as a piece of the self advocacy process.

Summary: transportation as a barrier, use of incentives, time of day of meetings, what defines a member?

These regional leads contributed to the discussion regarding bringing more non-conflicted consumers to the Planning Council meetings.

(10.0) Community Input

- There was none

(11.0) Announcements

- AIDS Project New Haven is having an Oktoberfest on 10/11 call APNH for more details.
- AIDS Walk 25 year anniversary is coming up in Bridgeport and there are t-shirts for sale, this is happening on 10/4 with a rain date of 10/11. Vendors will be there and there are still spots available.
- Queer Dharma every Sunday evenings in New Haven studying Buddhist Dharma. This is sponsored by the LBGT.

(12.0) Planning Council Feedback

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

(12.0) Adjournment - The meeting adjourned at 1:25pm

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Upcoming Planning Council Meetings –

- SPA –Thursday, October 2nd, 10:00am – 12:00pm
- QI –Thursday, October 2nd, 12:00pm – 2:00pm
- MF – Friday, October 10th, 10:30am – 11:30am
- Executive Committee – Friday, October 10th, 9:30am – 10:30am
- Planning Council- Friday, October 10th, 12:00pm – 2:00pm

Attendance Record – 2014

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne Co-Chair (QI)	X	WE	-	A	X	X	X	A		
2.	Sabrina Delgado	-	-	-	-	-	-	X	X		
3.	Heather Garofalo	X	WE	X	A	X	X	A	A		
4.	Heidi Jenkins Co-Chair (SPA)	X	WE	X	A	X	A	X	X		
5.	Jerod Geter	-	-	-	-	-	X	X	A		
6.	Tom Kidder	X	WE	X	X	A	X	X	X		
7.	Brian Kuerze PC Co-Chair	X	WE	X	X	X	X	A	A		
8.	Sylvia Mitchell	-	-	-	-	X	X	X	X		
9.	Joanne Montgomery Co-Chair (SPA)	A	WE	X	X	X	X	X	A		
10.	Raphael Muniz Co-Chair (QI)	-	-	-	X	X	X	X	X		
11.	Alex Ortiz Co-Chair (MF)	X	WE	A	X	X	A	X	X		
12.	Christine Romanik	X	WE	A	X	X	A	X	X		
13.	Mark Sanchez	-	-	-	-	-	-	X	X		
14.	Poonam Sharma	A	WE	X	A	A	X	X	A		
15.	Robert Sideleau	X	WE	X	X	X	X	X	X		
16.	Roberta Stewart PC Co-Chair	X	WE	X	X	X	X	A	X		
17.	Lauren Tierney	A	WE	X	X	X	X	X	A		
18.	Dennis Torres	X	WE	X	X	X	A	A	X		
19.	Ryan White Office	X	WE	X	X	X	X	X	X		
20.	Planning Council Staff	X	WE	X	X	X	X	X	X		
21.	% of Council present:	82%	-	81%	75%	81%	71%	78%	61%		

Guests: Inthiany Ardila, Jackie Robertson, Jose Aquino, Laura Vieira, Kenneth McLellan, Ken Teel, Daniel White