



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, February 13, 2015
Start Time: 12:05 pm
End Time: 1: 46 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from January 16, 2015 meeting minutes

(1.0) Moment of Silence

Roberta 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.

(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

- Roberta asked that all attendees fill out the feedback forms.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of January 16, 2015 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Ric Browne with changes:

For: (9) McLellan, Muniz, Ortiz, Tierney, Sanchez, Montgomery, Browne, Ducatel, Teel

Against: (0)

Abstain: (2) Stewart, Torres

(6.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

There was no meeting in February due to a snow storm.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, March 5, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

There was no meeting in February due to a snow storm.



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The next Quality Improvement meeting will be held on Thursday, March 6, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

c. MEMBERSHIP/FINANCE

Alex Ortiz gave this report:

Here is a summary of our meeting that was just held today on February 13, 2015

1. We reviewed minutes from January 16, 2015 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 the Planning Council Meeting held on January 16, 2015. Comments were made about the meeting feeling crowded.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 24%. 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 have (5) new Planning Council applications who were invited into the application process.

We also have (2) renewal applications who are in good standing with their attendance:

VOTE: Roberta Stewart made a motion to approve the Planning Council renewal Applications of Joanne Montgomery and Alex Ortiz.

For: (10) McLellan, Muniz, Tierney, Sanchez, Browne, Ducatel, Teel, Torres, Stewart, Kidder

Against: (0)

Abstain: (2) Ortiz, Montgomery

7. Tom Butcher reported on Financial and Administrative updates and will talk about this in detail later on in our agenda.
8. The next meeting of the Membership/Finance committee will be held on Friday, March 13, 2015 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Report

- The fiscal year is coming to an end and there have been some delays in finalizing end of year documents.
- The carryover funds should be available for all regions
- They have gone out to bid for Quality Improvement and responses are due on February 24th.
- 80% of the 2014 award is expected to come in soon.
- Once the award is received, Tom will be working with Jeff to determine the Planning Council budget.
- The Rand Corporation is studying the impact of the ACA on the Ryan White Programs. They are requesting a site visit in our region. Tom is still awaiting the details.



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(8.0) New/Old Business

• Planning Council Training

Jeff Daniel presented the Roles and Responsibilities of the Planning Council titled: 'Ryan White Planning Council New Haven & Fairfield Counties, Roles and Responsibility Training'. The presentation included:

- The Ryan White Timeline
- An Overview of Ryan White – what do the different parts mean?
- A detailed explanation of each part, A, B, C and D.
- Roles of the CEO, Grantee and Planning Council
- A summary of the Planning Council Roles
- Grantee Roles

(9.0) Regional Updates

- Bridgeport: GBAPP and RNP have partnered for the needle exchange program and the van also has Naloxone and Narcan.
- Stamford/Norwalk: They have done 175 customer satisfaction surveys and will review this data. They have cleaned up all their data for the RSRs and all is going well.
- Danbury: They have completed their Ryan White Services report and this has been submitted.

(10.0) Community Input

- 2 members from the New York Ryan White Planning Council were in attendance and spoke to all attendees about their experience in New York. Their planning council is run by city employees. There is a community co-chair and a governmental co-chair. All committees are run by community members. They have online new member Planning Council trainings that are required for anyone applying for their Planning Council. They are currently conducting a study of people living with HIV in all areas and will evaluate the different issues depending on the area in which they reside. This is the only study in the country being done like this. They have also been looking at the impact of the ACA on Ryan White Services. They have moved money from core services and into support services and this has worked out for them. They applied for the waiver so could not be held to the 75%/25% Core to Support services. Discussion continued with regards to how their Planning Council operates and how we do things here.

(11.0) Announcements

- Danbury has been able to purchase their administrative offices through a grant from a state bond fund.
- RNP & GBAPP are in collaboration for an EIS and MSM support group.
- Meditation is available in New Haven on Sunday evenings for anyone and a recovery program also happens on Thursday evenings. Please contact Ken Teel for more information.

(12.0) Planning Council Feedback

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

Adjournment - The meeting adjourned at 1:40pm



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Upcoming Planning Council Meetings –

- SPA –Thursday, March 5th, 10:00am – 12:00pm
- QI –Thursday, March 5th, 12:00pm – 2:00pm
- MF – Friday, March 5th, 10:30am – 11:30am
- Executive Committee – Friday, March 13th, 9:30am – 10:30am
- Planning Council- Friday, March 13th, 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	X								
2.	Chris Cole	X	A								
3.	Sabrina Delgado	X	A								
4.	Patricia Ducatel	-	X								
5.	Heather Garofalo	X	A								
6.	Heidi Jenkins Co-Chair (SPA)	X	A								
7.	Jerod Geter	X	A								
8.	Tom Kidder	X	X								
9.	Brian Kuerze PC Co-Chair	A	A								
10.	Kenneth McLellan	X	X								
11.	Joanne Montgomery Co-Chair (SPA)	X	X								
12.	Raphael Muniz Co-Chair (QI)	X	X								
13.	Alex Ortiz Co-Chair (MF)	X	X								
14.	Jackie Robertson	A	A								
15.	Christine Romanik	X	A								
16.	Mark Sanchez	X	X								
17.	Robert Sideleau	A	A								
18.	Roberta Stewart PC Co-Chair	X	X								
19.	Charlotte Teel	A	X								
20.	Lauren Tierney	X	X								
21.	Dennis Torres	A	X								
22.	Ryan White Office	X	X								
23.	Planning Council Staff	X	X								
24.	% of Council present:	80%	58%								

Guests: Johny Rivera, Michele Ocasio, Fran McMullen, Angel Banks, Daphne McLellan, Tyrone Robinson, LaJune Polland, Inthiany Ardila, Laura Vieira, Darryl Wong, Jan Park, Kartsna Hall, Kelli McDermott, Dan Bland, Jose Aquino, Velva Tucker, Dianne Washington, Cam Crosby, Leslie Jones, Yamesha Smith, Ryan Grant, Jim Pettinelli, Ken Teel, Roy Swamy, Francesca Quettant, Tye Brown