



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, March 13, 2015
Start Time: 12:05 pm
End Time: 1:20 pm
Location: The Burrough's Community Center
Presiding Chair: Brian Kuerze
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from February 13, 2015 meeting minutes

(1.0) Moment of Silence

Brian 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

Brian 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

- Brian asked that all attendees fill out the feedback forms.
- Jerod Geter has resigned due to taking a new position with another company. We will need to find another co-chair for the Membership/Finance committee.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of February 13, 2015 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Tom Kidder.

For: (7) McLellan, Tierney, Sanchez, Montgomery, Ducatel, Kidder, Torres

Against: (0)

Abstain: (4) Kuerze, Cole, Romanick, Jenkins

(6.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

There was no meeting in February due to a snow storm. There is a vote on the updated Bylaws and a motion was made by Brian Kuerze to accept the newly updated 2015 By-Laws:

For: (10) McLellan, Tierney, Sanchez, Montgomery, Ducatel, Kidder, Torres, Cole, Romanick, Jenkins

Against: (0)

Abstain: (1) Kuerze



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The next Strategic Planning and Assessment committee meeting will take place on Thursday, April 2, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

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

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

c. MEMBERSHIP/FINANCE

Brian Kuerze gave this report:

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

1. We reviewed minutes from February 13, 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 February 13, 2015.
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 29%.
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 (1) new Planning Council applications who was invited into the application process.

We also have (1) renewal application for Christine Romanik and (2) new applications where the attendance requirement has been met to move forward

VOTE: Brian Kuerze made a motion to approve the Planning Council renewal Application of Christine Romanik and the new applications of Ken Teel and Johny Rivera

For: (10) McLellan, Tierney, Sanchez, Montgomery, Ducatel, Kidder, Torres, Cole, Romanick, Jenkins

Against: (0)

Abstain: (1) Kuerze

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, April 10, 2015 at the Burrough's Community Center from 10:30am-11:30am.

(7.0) Grantee's Office Report

Tom Butcher, the grantee presented on this.



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- Tom received about 80% of last year's award and he'll be sending out award letters and will be moving forward with contracts.
- A presentation with all of the regional allocations based on this money and how it is to be distributed.

Brian Kuerze made a motion to accept the regional allocation amounts as presented by the Ryan White Part A office.

For: (9) McLellan, Tierney, Sanchez, Montgomery, Ducatel, Kidder, Cole, Romanick, Jenkins

Against: (0)

Abstain: (2) Kuerze, Torres

- He'll be working on the Planning Council and QI contract earlier this year.
- Arvil is working on the RW services report at this time.

(8.0) New/Old Business

• Planning Council Training

Thomas Schucker presented the Services offered to Ryan White clients in our EMA (eligible metropolitan area) the presentation included:

1. An explanation of what the service categories are.
2. A listing of Core and Support services.
3. A listing of all funded services.
4. All service category definitions with HRSA vs. NHFF comparison

(9.0) Regional Updates

- New Haven: Chris Cole reported, they are having trouble spending their health insurance premium money, are the other regions experiencing this? Chris also reported that they are having issues with CIPA as is the Stamford/Norwalk Region.
- Stamford/Norwalk: Dennis Torres reported, they normally have no issues spending their health insurance premium money, in fact, they overspent this year. They are consistently writing checks for co-pays. Lauren Tierney also spoke about the HEP C workshops that they've been doing and they also had a consumer forum that was successful. She also reported that they are the highest using region for CIPA.
- Bridgeport: Nancy Kingwood reported, they also are not having any challenge spending their health insurance premium money, they are regularly writing checks. She also reported that they are using 'social media' to get their information out there. Consortium meetings are held on the 1st Wednesday of every month at 10:00am.

In summary, the regions that regularly spend their health insurance premium funding are going through their case managers for requests for this funding. Chris is going to talk with these regions.

(10.0) Community Input

- There was none

(11.0) Announcements

- May 9th there will be a Mother's Day and Daughter's Day Brunch sponsored by GBAPP. There will be flyers at the next Planning council meeting.



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- Brian asked if anyone was interested in becoming a Planning Council member, to please see staff.
- Meditation is available in New Haven on Sunday evenings for anyone who would like to attend and a recovery program also happens on Thursday evenings. Please contact Ken Teel for more information.

(12.0) Planning Council Feedback

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

Adjournment - The meeting adjourned at 1:20pm

Upcoming Planning Council Meetings –

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

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Attendance Record – 2015

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne Co-Chair (QI)	X	X	A							
2.	Chris Cole	X	A	X							
3.	Sabrina Delgado	X	A	A							
4.	Patricia Ducatel	-	X	X							
5.	Heather Garofalo	X	A	A							
6.	Heidi Jenkins Co-Chair (SPA)	X	A	X							
7.	Jerod Geter	X	A	A							
8.	Tom Kidder	X	X	X							
9.	Brian Kuerze PC Co-Chair	A	A	X							
10.	Kenneth McLellan	X	X	X							
11.	Joanne Montgomery Co-Chair (SPA)	X	X	X							
12.	Raphael Muniz Co-Chair (QI)	X	X	A							
13.	Alex Ortiz Co-Chair (MF)	X	X	A							
14.	Jackie Robertson	A	A	A							
15.	Christine Romanik	X	A	X							
16.	Mark Sanchez	X	X	X							
17.	Robert Sideleau	A	A	A							
18.	Roberta Stewart PC Co-Chair	X	X	A							
19.	Charlotte Teel	A	X	A							
20.	Lauren Tierney	X	X	X							
21.	Dennis Torres	A	X	X							
22.	Ryan White Office	X	X	X							
23.	Planning Council Staff	X	X	X							
24.	% of Council present:	80%	58%	52%							

Guests: Ken Teel, Tyrone Robinson, Kortisha Hall, Dianne Washington, Daphne McLellan, LaJune Pollard, Michael Walton, Johnny Rivera, Inthiany Ardila, Tye Brown, Jesse Bland, Nancy Kingwood, Michele O'Casio, Velva Tucker, Jim Pettinelli, Francesca Quatro, Dan Bland, Cam Crosby, Sara Burns