



Roberta Stewart & Brian Kuerze, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 8, 2015
Start Time: 12:05 pm
End Time: 1:20 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from April 10, 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 April 10, 2015 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Raphael Muniz.

For: (9) Robertson, Muniz, Montgomery, Jenkins, Tierney, Torres, Sideleau, Sanchez, Cole

Against: (0)

Abstain: (6) Browne, Delgado, K. Teel, C. Teel, Romanik, Stewart

(6.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Here is a summary of our meeting that was held yesterday May 7, 2015

1. We reviewed the minutes from the April 2, 2015 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. Adhoc Committee Update: The mission of the Adhoc Committee is to Improve the FY2017 PSRA process for the Planning Council.
 - The Adhoc committee has made a recommendation to take the Needs Assessment back from the state and do one our own throughout the EMA for FY 2017 PSRA.



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- A request was made for the all regions Ryan White Services Report from the Grantee as well as the Ryan White Services Report for the EMA for the June Adhoc meeting.
 - Another request made was to ask Arvil to run an updated report on the AOMC and MCM numbers by region for June's meeting.
4. The Special PSRA Planning Council meeting will take place on Wednesday, July 22nd from 9:00am – 3:00am at the Burrough's Community Center.
 5. The Service Category Definitions were reviewed, updated and approved.

Joanne Montgomery made a motion to approve the updated Service Category Definitions for FY 2016 as presented to the Planning Council.

For: (15) Robertson, Muniz, Jenkins, Tierney, Torres, Sideleau, Sanchez, Cole, Browne, Delgado, K. Teel, C. Teel, Romanik, Rivera, Kidder

Against: (0)

Abstain: (2) Stewart, Montgomery

6. The MCM Insurance Survey was reviewed with updates and approved by the committee. Staff will e-mail this out to the regional leads with an end date of June 15, 2015.
7. We also discussed the datasets and the resource allocation process. Many ideas were heard regarding how we calculate this. It was decided that for this year the calculation process will be the same.
8. We have the following parking lot items:
 - 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.
 - Present program Income information regarding reimbursement for services by region.
 - A Circle of Care new model will be created and addressed in the annual PSRA process.
 - Revisit Health Insurance Premium & Cost Sharing Assistance Service Category.
 - Please get the 'Newly Diagnosed Brought Into Care' for 2014 data from Heidi for PSRA.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, June 4, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

Here is a summary of our meeting that was held yesterday, May 7, 2015:

1. We reviewed minutes from April 10, 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. We updated this for the remainder of the year based on the responsibilities of the committee.
3. Tom Butcher presented information the New Haven EMA QIC HAB Outcome Trends STI Specific Indicators for 2013-2014. This compared information throughout the region regarding the testing of Syphilis, Gonorrhea and Chlamydia.
4. The grantee was also asked to provide data on Pathways to Care with Service Standards.
5. There is one parking lot item:
 - Present the regional PDSA on Syphilis and the baseline from the previous year based on the QM site visit report. In December we will present the results of the PDSA from the EMA.
6. The next meeting will be held on Thursday, June 4, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.



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c. MEMBERSHIP/FINANCE

Raphael Muniz gave this report:

Here is a summary of our meeting that was just held today on May 8, 2015

1. We reviewed minutes from April 10, 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 April 10, 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 32%.
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 currently have no new applications.
7. The following parking lot items were discussed.
 - The Exit Survey was reviewed and accepted by the committee.
 - The updated Planning Council Application was reviewed and it was decided that the committee will continue to discuss this next month.
8. Open Parking Lot Items:
 - Refresh/Redesign the PC feedback form in the New Year
9. Tom Butcher reported on Financial and Administrative updates and will talk about this in detail later on in our agenda.
10. The next meeting of the Membership/Finance committee will be held on Friday, June 12, 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.

- They are currently reviewing all budgets and scope of work for the contract process.
- The remainder of the award should be in mid to late May.
- One the final award is received; the grantee will reach out to regional leads.

(8.0) New/Old Business

• Planning Council Training

Joanne presented on the Framework on the Priority Setting and Resource Allocation process. The following steps were discussed:

- Review the approved datasets
- Link to the Comprehensive Plan Goals/Treatment Cascade
- Recommend to Priority Setting process.
- Look at Resource Allocation Components by HRSA Defined Categories.

(9.0) Regional Updates

- Stamford/Norwalk: Lauren Tierney shared that they are recruiting for AIDS Awareness day on May 19th. They've reviewed their SNARP survey and had great information come back.



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- The grantee, Tom Butcher, shared that there has been a question if the eligibility requirement for services should be modified from 300% to 400% of the poverty level. They are evaluating this and the potential impact on the funding dollars that are received. All Ryan White parts, A, B and C would have to make this change if approved. There is a great deal of research still going on. This change would align with CADAP or CIPA eligibility requirements.

(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.
- Roberta asked if anyone was interested in becoming a Planning Council member, to please see staff.
- Waterbury AIDS Consortium will have their meeting on 5/28 at Waterbury Health Department. On 6/20 they will be having their annual AIDS walk and on 6/6 there will be a HIV/AIDS Healthfair at South Congregational Church.
- 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.
- Happy Mother’s Day to all Mother’s.
- MFAP is having an open house on 5/19 at 11:00am for their housing, call Stuart for more details.

(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 1:25pm

Upcoming Planning Council Meetings –

- SPA –Thursday, June 4th, 10:00am – 12:00pm
- QI –Thursday, June 4th, 12:00pm – 2:00pm
- MF – Friday, June 12th, 10:30am – 11:30am
- Executive Committee – Friday, June 12th, 9:30am – 10:30am
- Planning Council- Friday, June 12th, 12:00pm – 2:00pm

Attendance Record – 2015

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne Co-Chair (QI)	X	X	A	A	X					
2.	Chris Cole	X	A	X	X	X					
3.	Sabrina Delgado	X	A	A	A	X					
4.	Patricia Ducatel	-	X	X	A	A					

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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5.	Heather Garofalo	X	A	A	A	A				
6.	Heidi Jenkins Co-Chair (SPA)	X	A	X	X	X				
7.	Tom Kidder	X	X	X	X	X				
8.	Brian Kuerze PC Co-Chair	A	A	X	X	A				
9.	Kenneth McLellan	X	X	X	A	A				
10.	Joanne Montgomery Co-Chair (SPA)	X	X	X	X	X				
11.	Raphael Muniz Co-Chair (MF)	X	X	A	X	X				
12.	Alex Ortiz Co-Chair (MF)	X	X	A	A	A				
13.	Johny Rivera	-	-	-	X	X				
14.	Jackie Robertson	A	A	A	X	X				
15.	Christine Romanik Co-Chair (QI)	X	A	X	A	X				
16.	Mark Sanchez	X	X	X	X	X				
17.	Robert Sideleau	A	A	A	X	X				
18.	Roberta Stewart PC Co-Chair	X	X	A	X	X				
19.	Charlotte Teel	A	X	A	A	X				
20.	Ken Teel	-	-	-	A	X				
21.	Lauren Tierney	X	X	X	X	X				
22.	Dennis Torres	A	X	X	X	X				
23.	Ryan White Office	X	X	X	X	X				
24.	Planning Council Staff	X	X	X	X	X				
25.	% of Council present:	80%	58%	52%	59%	77%				

Guests: Jose Aquino, Victoria Decks, Stacey Upchurch, Kelli McDermott, Jen Loschiavo, Yamesha Smith