



Roberta Stewart Co-Chair

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## Planning Council Meeting Minutes

**Meeting Date:** Friday, August 14, 2015  
**Start Time:** 12:03 pm  
**End Time:** 1:31 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 July 22, 2015 meeting minutes

#### (1.0) Moment of Silence

Roberta called the meeting to order at 12:03 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 notified all attendees that we are now recording meetings.
- She also addressed comments on the PC meeting feedback form from June's meeting regarding information shared and that the information may not have been appropriate for the Planning Council meeting. This issue is being addressed moving forward.

#### (3.0) Parking Lot Issues

- There are none

#### (4.0) Community Input

- There was none

#### (5.0) Approval of July 22, 2015 Meeting Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Christine Romanik.

**For: (12)** Delgado, Sideleau, Robertson, Tierney, Romanik, C. Teel, Ortiz, Muniz, Jenkins, Montgomery, K. Teel, Sanchez

**Against: (0)**

**Abstain: (3)** McLellan, Garofalo, Stewart

#### (6.0) Planning Council Committee Reports

##### a. STRATEGIC PLANNING & ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on August 6, 2015

1. We reviewed the minutes from the June 5, 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.



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3. Jeff presented a summary of a 'Need to Know' for the National HIV/AIDS Strategy
4. We looked at the results of the MCM Health Insurance Survey and looked at clients who are enrolled in ACA programs and found the impact was minimal on our clients. The committee asked if we could find out more detail regarding the uninsurable clients they are serving.
5. Adhoc Committee Update:
  - The Adhoc committee requested data regarding MAI funding, AOMC & MCM for Part A only for 2013/2014 including unduplicated client count, program income by service category/region and finally the definition from HRSA/OMB of program income for the Ryan White Program part A.
  - We discussed the LGBTQ conference and issues that pertain to the Part A Ryan White Program.
  - The topic of 'How do we collect data for the FY2017 PSRA process' was discussed.
  - NH/FF PC will conduct its own Needs Assessment and will collaborate with Staff on creating the appropriate tools to address these needs.
6. Jeff presented the 2015 Statewide Integrated HIV Prevention and Care Assessment and also discussed the discussed the main points from the Comprehensive Plan Guidance released from HRSA.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, September 3, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

## **b. QUALITY IMPROVEMENT**

Christine Romanik gave this report:

Here is a summary of our meeting that was held on August 6, 2015:

1. We reviewed minutes from June 5, 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 were on track with all assigned tasks.
3. Tracy Kulik & Rhonda Stewart presented the 'New Haven-Fairfield Counties EMA: Detailed Findings from 2015 QI Site Visits' which included data from 31 providers, 1155 charts and several service categories.
4. In reviewing the Service Standards the committee asked to look into Mental Health, SA-In Patient and SA-Out patient. It was decided that at September's meeting the committee will look at SA-Outpatient. Also, the committee made several data requests from the QM contractor for information regarding the DPH Partner Notification Program, looking into Substance Abuse and possibly separating the service standard for Inpatient and Outpatient.
5. There are currently no parking lot items.
6. The next meeting will be held on Thursday, September 3, 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 September 11, 2015

1. We reviewed minutes from August 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 August 14, 2015. Feedback was favorable.



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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 30%. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. All members with 3 absences have been contacted with a notification regarding this.
5. 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). We currently have no new applications.
6. We talked about new Planning Council membership and Lauren shared that her region will be having a consumer forum in October and will invite Staff to attend and talk about Planning Council. New Planning Council Member Training Discussion took place and it was decided that new PC member training will take place during Planning Council training in the months of May and November.
7. Staff presented the updated Co-Chair application to the committee and listed all eligible Planning Council members.
8. Update the Planning Council Application to include the Transportation Policy, time allowed for Planning Council application of 90 days, and add transmission mode for Planning Council application and include it in the Federal Reflectiveness Mandate. We discussed this and will continue to discuss this in September.
9. Open Parking Lot Items:
  - Refresh/Redesign the PC feedback form in the New Year
10. 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 Friday, September 11, 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.

- The office has been very busy with all deadlines for the reports requested by HRSA.
- Since the complete award was received, contracts will be revised accordingly.
- Grant Guidance will be happening from September – November.

## **(8.0) New/Old Business**

### **• Planning Council Training**

Thomas presented the results from the MCM Health Insurance Survey. He discussed the questions that were asked differently this time and noted changes from the 1<sup>st</sup> time the survey was given to the 2<sup>nd</sup> time the survey was given. We will be conducting this survey again for a 3<sup>rd</sup> time with some updated questions that may give us the best data possible. The issues with CIPA were discussed and committee members are still awaiting more clarification about how these issues are being address. The question was asked what is happening with the clients that are having issues with CIPA. Attendees who are from the Department of Public explained that this is a very complicated issue and is being addressed at the DPH. The question was asked: "What can we do as a Planning Council to help with this issue?"



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Joanne Montgomery made a motion that Roberta Stewart, Co-Chair of the Planning Council draft a letter to the DPH Commissioner to address our concerns relating to CIPA regarding our clients to find out what they are doing to resolve this issue and Ken Teel seconded it.

**For: (14)** Delgado, Sideleau, Robertson, Tierney, C. Teel, Ortiz, Muniz, Montgomery, K. Teel, Sanchez, McLellan, Garofalo, Rivera, Stewart

**Against: (0)**

**Abstain: (2)** Jenkins, Romanik

- **Regional Updates –**

We asked regions how many un-insurable clients they are providing services to, why they are un-insurable and what are the barriers they are facing to serve this population?

1. New Haven – Bob Sideleau, said this hasn't come up specifically at any of his meetings and didn't have anything to share about this.
2. Waterbury – Nadine Repenicz, There are many undocumented clients, people who fall off of insurance due to not meeting deadlines with paperwork, clients who can't afford it, clients who are waiting for employers to assist them with it. They see many people falling off and many coming on. They have sent a letter to all eligible clients to have them work with a case manager to assist them in getting insurance. There are many under insured clients as well.
3. Stamford/Norwalk – Lauren Tierney, they are having the same issues as the other regions. They have an MCM who specializes in 'Access Health' who handles all of these issues.
4. Danbury – Roberta Stewart, Between 25% – 30% of their clients are uninsurable due to lack of documentation. They are almost evenly split with 30% being uninsurable, 30% on commercial insurance and 30% on the ACA. They shared the amount of work it takes to get clients who are uninsured the services that they need.

### (9.0) Community Input

- There was none

### (10.0) Announcements – check recordings

- The Waterbury Consortium will be holding its meeting at the Waterbury Health Department on August 20<sup>th</sup> from 1:30pm – 3:00pm.
- The Shambhala Meditation Center in New Haven has a Heart of Recovery Group that meets on Thursday evenings from 7:30pm – 9:00pm. They also have a group 'Queer Dharma' that meets on Sundays from 7:30pm – 9:00pm for anyone who is interested.

### (11.0) Planning Council Feedback

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

### (12.0) Parking Lot Item

- There are none

**Adjournment** - The meeting adjourned at 1:19pm

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart Co-Chair

## Upcoming Planning Council Meetings –

- SPA –Thursday, September 3<sup>rd</sup>, 10:00am – 12:00pm
- QI –Thursday, September 3<sup>rd</sup>, 12:00pm – 2:00pm
- MF – Friday, September 3<sup>rd</sup>, 10:30am – 11:30am
- Executive Committee – Friday, September 11<sup>th</sup>, 9:30am – 10:30am
- Planning Council- Friday, September 11<sup>th</sup>, 12:00pm – 2:00pm

## Attendance Record – 2015

	<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Ric Browne <b>Co-Chair (QI)</b>	X	X	A	A	X	X	A			
2.	Chris Cole	X	A	X	X	X	X	A			
3.	Sabrina Delgado	X	A	A	A	X	X	X			
4.	Patricia Ducatel	-	X	X	A	A	X	A			
5.	Heather Garofalo	X	A	A	A	A	X	X			
6.	Heidi Jenkins <b>Co-Chair (SPA)</b>	X	A	X	X	X	X	X			
7.	Tom Kidder	X	X	X	X	X	X	A			
8.	Kenneth McLellan	X	X	X	A	A	X	X			
9.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	X	X	X	X	X			
10.	Raphael Muniz <b>Co-Chair (MF)</b>	X	X	A	X	X	X	X			
11.	Alex Ortiz <b>Co-Chair (MF)</b>	X	X	A	A	A	X	X			
12.	Johny Rivera	-	-	-	X	X	X	X			
13.	Jackie Robertson	A	A	A	X	X	X	X			
14.	Christine Romanik <b>Co-Chair (QI)</b>	X	A	X	A	X	A	X			
15.	Mark Sanchez	X	X	X	X	X	X	X			
16.	Robert Sideleau	A	A	A	X	X	A	X			
17.	Roberta Stewart <b>PC Co-Chair</b>	X	X	A	X	X	X	X			
18.	Charlotte Teel	A	X	A	A	X	X	X			
19.	Ken Teel	-	-	-	A	X	A	X			
20.	Lauren Tierney	X	X	X	X	X	X	X			
21.	Dennis Torres	A	X	X	X	X	X	A			
22.	Ryan White Office	X	X	X	X	X	X	X			
23.	Planning Council Staff	X	X	X	X	X	X	X			
24.	% of Council present:	80%	58%	52%	59%	77%	82%	76%			

Guests: Daphne McLellan, Nadine Repinecz, Charles Green, Kim McDermott, Charlene Lee