



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, March 11, 2016
Start Time: 12:00 pm
End Time: 1:07 pm
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from February 12, 2016 meeting minutes

(1.0) Moment of Silence

Chris called the meeting to order at 12:00 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

Chris 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

- Chris notified all attendees that we are now recording meetings.

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- An attendee reported that she attended AIDS Watch and was disappointed that she was the only person living with HIV/AIDS from our areas who attended. The event was very good and getting more information about living with the virus.

(5.0) Approval of February 12, 2016 Meeting Minutes

A motion to approve the February 12, 2016 minutes was made by Joanne Montgomery and seconded by Jackie Robertson

For: (10) Sanchez, Robertson, Kelly, Ardila, Montgomery, Stewart, Torres, Delgado, C. Teel, Garofalo

Against: (0)

Abstain: (3) Cole, Jenkins, Romanik

(6.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave this report:

Here is a summary of our meeting that was held on March 3, 2016

1. We reviewed the minutes from the February 4, 2016 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. We discussed the status of the CIPA letters that have been sent. A response letter from Commissioner Bremby was received. The committee decided that all region leads would receive an e-mail outlining how to handle any further issues that MCMs may be having with processing CIPA applications.
4. We discussed the status of the Non Virally Suppressed Survey that was e-mailed out to all region leads with specific instructions for all providers. All regions have been heard back from at this time. The committee also added another status, 'since survey began now virally suppressed' to identify clients who initially were reported as not being virally suppressed but have since reached viral suppression. Staywell Health Center is now the new region lead for Waterbury and staff will reach out to them and invite them to the next Planning Council meeting.
5. We discussed data for the PSRA process. Joanne, Chris, Roberta and Heidi met with CIRA regarding information for the datasets we would like to see. The committee also discussed going to other areas Planning Council meetings and see what they are doing to collect data as well.
6. We reviewed the Review Advocacy Section of By Laws in regards to the Treatment Adherence program for Part B and how this will affect the 2 regions in our EMA that use this service. At this time it was decided that we will not do anything since there are meetings going on to discuss this issue with those regions.
7. The MCM Health Insurance Survey was sent out to all region leads on March 1st and is due back on Friday, April 29th. We also discussed items of this nature coming from the Grantee and not Planning Council staff. Moving forward all communication regarding surveys and requests from the Planning Council will be done by the Grantee.
8. We discussed the Circle of Care item that has been in our Parking Lot and how this may be resolved in the Integrated Comprehensive Plan. The committee asked that we update our own Comprehensive Plan and have it included in the Statewide Comprehensive Plan. This will be on the agenda in April.
9. We discussed looking at what happens when Ryan White dollars are used for insurance premiums and the clients are receiving refund checks for these premiums, what happens to those refunds and what is the MCMs responsibilities. This item is in our Parking Lot.

QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on March 3, 2016:

1. We reviewed minutes from February 4, 2016 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. We reviewed the Mental Health Service Standard. The updated version was presented to the committee and all changes were identified. We approved the updated version of this.

VOTE: Planning Council

A motion was made to approve the newly updated Mental Health Service Standard by Christine Romanik:

For: (10) Sanchez, Robertson, Kelly, Ardila, Stewart, Torres, Delgado, C. Teel, Garofalo, Jenkins

Against: (0)

Abstain: (3) Montgomery, Cole, Romanik



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4. We began to review the Oral Health Service Standard as well. The definition was updated to reflect the Service Category Definition and this will be looked at as well at the April SPA committee meeting. Thomas, Sabrina and Heather will work on making the necessary updates to this service standard and this will be presented at the April QI meeting.
5. Staff was asked to e-mail all Planning Council Members with the current Quality Improvement Plan to review prior to the April meeting.

c. MEMBERSHIP/FINANCE

Roberta Stewart gave this report:

Here is a summary of our meeting that was just held today on March 11, 2016:

1. Roberta shared with all attendees the need for a new M/F co-chair at this time. She explained the level of commitment needed.
2. We reviewed minutes from February 12, 2016 and they were approved by the committee.
3. 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.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. Roberta reviewed the different areas that are captured on this and their current percentages. Also, the Non-Conflicted HIV Status target is greater than 33% and our current percentage is 26%.
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 one new application where attendance requirements have been met and the M/F committee has approved this application to move forward to Planning Council for final approval.

Roberta Stewart made a motion to approve the Planning Council application for Bradford Briggs for final approval.

For: (13) Sanchez, Robertson, Kelly, Ardila, Montgomery, Stewart, Torres, Delgado, C. Teel, Garofalo, Romanik, Jenkins, Cole

Against: (0)

Abstain: (0)

7. We discussed the membership recruitment campaign and discussed sharing the consumer focus groups that the SPA committee is going to be holding throughout the EMA. We can then promote the Planning Council at these focus groups. The idea of using social media was discussed and will be continued to be talked about.

(7.0) Grantee's Office Report

Tom Butcher gave this report:

- They are closing out the current fiscal year and beginning the new fiscal year.
- Contractors have been selected and contracts are moving forward
- All February expenditures should be done by the end of this month and may be ready for the next M/F meeting.



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- Staywell Health Center is now the Waterbury Region lead.
- They have been busy working on the Ryan White Services Report as well.

- **New/Old Business**

(8.0) Planning Council Training

Staff presented on Service Standards. This presentation included a definition of Service Standards, how they are developed, what should be addressed in service standards, why they are important, how often they should be reviewed for accuracy and relevance, how they are used and what resources exist when developing service standards.

(9.0) Regional Updates:

- Waterbury Region: New region lead, Staywell Health Center, Albana Lume spoke about their new role as region lead. They are working on the 2 surveys and their RSR.
- New Haven: they are working on getting their 2 surveys done as well as their RSR completed. Also, contract and budgets.
- Bridgeport: They are also working on their surveys, RSR and contracts. They are focusing on their young MSMs and working with them.
- Stamford/Norwalk: They have completed their Non Virally Suppressed Survey and found that some of their clients initially identified as being non virally suppressed are now virally suppressed. They are going through their RSR process and getting ready for contracting.
- Danbury: They are also working on their surveys, RSR, contracts and also working on overdose prevention.

(10.0) Community Input

An attendee said that she is working with the Positive Woman's Network about securing the future for them and staff will e-mail this information out to all Planning Council members. Her group Common Threads was also in the P.A magazine.

(11.0) Announcements

1. AIDS Walk/Run New Haven will take place on April 16th beginning at the New Haven green. All of the details can be found at the link below:
http://aidswalknewhaven.org/how_to_get_involved.aspx
2. AIDS Awareness day will take place on April 19th and details will follow.

(12.0) Planning Council Feedback

We are in process of re-working the feedback mechanism.

(13.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:07pm

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Upcoming Planning Council Meetings –

- SPA –Thursday, April 7th, 9:30am – 12:00pm
- QI –Thursday, April 7th, 12:00pm – 2:00pm
- MF – Friday, April 15th, 10:30am – 11:30am
- Executive Committee – Friday, April 15th, 9:30am – 10:30am
- Planning Council - Friday, April 15th, 12:00pm – 2:00pm

Attendance Record – 2016

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	-	-	X							
2.	Chris Cole PC Co-Chair	A	A	X							
3.	Sabrina Delgado	A	X	X							
4.	Heather Garofalo	X	X	X							
5.	Heidi Jenkins Co-Chair (SPA)	X	A	X							
6.	Pat Kelly	A	X	X							
7.	Tom Kidder	X	A	A							
8.	Joanne Montgomery Co-Chair (SPA)	X	X	X							
9.	Raphael Muniz Co-Chair (MF)	A	X	A							
10.	Alex Ortiz Co-Chair (MF)	A	A	A							
11.	Johny Rivera	X	A	A							
12.	Jackie Robertson	X	X	X							
13.	Christine Romanik Co-Chair (QI)	X	A	X							
14.	Mark Sanchez	X	X	X							
15.	Roberta Stewart PC Co-Chair	X	X	X							
16.	Charlotte Teel	A	X	X							
17.	Ken Teel Co-Chair (QI)	A	X	A							
18.	Lauren Tierney	X	X	A							
19.	Dennis Torres	A	X	X							
20.	Ryan White Office	X	X	X							
21.	Planning Council Staff	X	X	X							
22.	% of Council present:	56%	67%	68%							

Guests: Gerald Lewis, Krystle Moore, Charlene Lee, Kartisha Hall, Bradford Briggs, Ronnie Lee, Bernice Hunt, Margarita Aponte, Jasmine Sills, Charles Washington, Jose Aquino, Vicky Molta, Sara Burns, Jennifer Loschiavo, Clunie Jean-Baptiste, Rev. Alex Garbera, Alan Glenn, Jim Pettinelli, Nancy Kingwood