



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 10, 2016
Start Time: 12:02 pm
End Time: 1:22 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 13, 2016 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:02 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 announced that we will be having a special Planning Council meeting for the PSRA process on Friday, July 22nd from 9:00am – 3:00pm at the Burroughs Community Center.
- She also shared the importance of any attendee at the meeting speaking up and asking questions that they may have

(3.0) Parking Lot Issues

- There are none

(4.0) Community Input

- There was none

(5.0) Approval of May 13, 2016 Meeting Minutes

A motion to approve the May 13, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik

For: (9) Sanchez, Robertson, Ardila, Briggs, C. Teel, Tierney, Montgomery, Kelly, Cole

Against: (0)

Abstain: (3) Stewart, Romanik, Torres

(6.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave this report:

Here is a summary of what took place at our meeting on June 9, 2016

1. We reviewed the minutes from the May 5, 2016 meeting and these were approved.



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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. We also discussed all of the components of the PSRA process and prepared what is necessary for our Special Planning Council PSRA meeting which will be held on Friday, July 22nd from 9:00am – 3:00pm here at the Burrough's Community Center. We reviewed the agenda and the datasets that we'll be looking at.
4. A suggestion was heard at the Planning Council meeting to invite the Commissioner of DSS to our Planning Council meetings.
5. The next Strategic Planning and Assessment committee meeting will take place on Thursday, August 4, 2016 from 9:30am – 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 June 9, 2016:

1. We reviewed minutes from May 5, 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 Quality Improvement Committee plan and updates were made based on committee suggestions. There are still some open items that need to be determined and we'll present this again in August.
4. Staff presented the newly updated Health Insurance Premium Cost Sharing Assistance Service Standard. Thomas worked with Chris and Roberta on making the necessary updates to this service standard and it was approved by the committee.

VOTE: Christine Romanik made a motion to approve the newly updated Health Insurance Premium Cost Sharing Assistance Service Standard as presented:

For: (12) Sanchez, Robertson, Ardila, Briggs, C. Teel, Tierney, Montgomery, Kelly, Cole, Stewart, Romanik, Torres

Against: (0)

Abstain: (0)

5. We reviewed the EMA'S HIV Care Continuum which staff presented and compared this to DPH Continuum of Care.
6. We discussed providing Strategic Planning and Assessment data to inform the Priority Setting and Resource Allocation process and decided to use the Viral Suppression survey for this.
7. Our next meeting will take place on Thursday, August 4, 2016.

c. MEMBERSHIP/FINANCE

Jackie Robertson gave this report:

Here is a summary of our meeting that was just held today on June 10, 2016:

1. We reviewed minutes from May 13, 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. All activities are right on target.
3. 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 21%.



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4. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. Staff will be sending letters out to (2) individuals who have 4 and 5 absences regarding their attendance.
5. We reviewed the (6) questions asked during the Assessment of the Administrative Mechanism process and the committee approved these questions.
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. At this time we have no new applications to review but we do have one applicant who still needs to meet her attendance requirement. She will be called to discuss her current status in this process.
7. We reviewed the updated PC Feedback form and we will use the newly updated form at August's PC meeting.

(7.0) Grantee's Office Report

Tom Butcher gave this report:

- The final grant award came in and there was a decrease of \$36,000 due to a decline in HIV+ cases. Award letters have gone out electronically with a deadline of June 17th and amendments will be made.
- The Funders Group is currently working on the Statewide Comprehensive Plan and they are now coming up with goals, objectives and strategies for the plan regarding care and prevention. They are looking at the workforce and have found predominantly female, older, heterosexual, HIV-, English speaking only. They will work towards making this group more reflective in the future. The plan is due in its draft form in August because it's due in September.
- All program, fiscal and quality site visits are completed and they are compiling the results and reports will be ready in the near future.
- In July or August PC and Staff will work together to gather information to send to HRSA.

(8.0) New/Old Business

• **Planning Council Training**

Roberta Stewart presented on the Priority Settings and Resource Allocation process. The presentation included:

1. Review of datasets, links to the HIV Care Continuum with the goal of viral suppression and the recommendations of data sources based on relevance and priorities.
2. Resource allocation looking at unduplicated client counts by service category over a 3 year period, 2014 unit cost per service category, average cost per client based on unit and other funding sources.
3. We also look at the number of people we are serving in our system, the number of newly diagnosed people, out of care that we intend to bring back into care and unaware individuals and how of them do we estimate we'll be able to bring into care.

• **Regional Updates:**

Roberta asked all regions to be in attendance at the special Planning Council PSRA meeting in July 22nd and explained the importance of their participation.



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Waterbury Region: Albana shared that their site audits are complete and they did very well. June 30th will be the end date of New Opportunities being a Ryan White provider. Staywell will be taking over the case management of the clients from New Opportunities and will be reaching out to these clients introducing themselves. They want to reassure clients that their services will continue and they will not be lost during this transition process.

(9.0) Community Input

There was none

(10.0) Announcements

- LifeBridge in Bridgeport just received a grant for food called Fresh Connections and it receives produce from local farms and will prepare boxes of produce at their distribution site in Bridgeport and they will accept food stamps for payment. This is new and will be available soon. Recipes are included in the boxes as well.
- MFAP is having their comedy Bingo on June 11th at the Eagles Club and will cost \$20.00 to join.
- Waterbury will be holding its annual AIDS walks on June 18th at Grace Baptist Church beginning at 10:00am, registration begins at 9:00am.
- The Positive Woman's Network will be having their 2016 National Leadership Summit in Ft. Walton Beach Florida from September 27 – 30th. Please see www.pwn-usa.org/2016-summit. For more information

(11.0) Planning Council Feedback

The feedback form has been updated and will be used beginning in August.

(12.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:22 pm

Upcoming Planning Council Meetings –

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

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Attendance Record – 2016

| | Council Member | Jan | Feb | Mar | April | May | June | Aug | Sep | Oct | Nov |
|-----|---|-----|-----|-----|-------|-----|------|-----|-----|-----|-----|
| 1. | Inthiany Ardila | - | - | X | X | X | X | | | | |
| 2. | Bradford Briggs | - | - | - | X | X | X | | | | |
| 3. | Chris Cole PC Co-Chair | A | A | X | X | X | X | | | | |
| 4. | Sabrina Delgado | A | X | X | A | X | A | | | | |
| 5. | Heather Garofalo | X | X | X | A | X | A | | | | |
| 6. | Heidi Jenkins Co-Chair (SPA) | X | A | X | X | X | A | | | | |
| 7. | Pat Kelly | A | X | X | A | X | X | | | | |
| 8. | Gerald Lewis | - | - | - | - | - | A | | | | |
| 9. | Joanne Montgomery Co-Chair (SPA) | X | X | X | A | X | X | | | | |
| 10. | Raphael Muniz | A | X | A | A | X | A | | | | |
| 11. | Jackie Robertson Co-Chair (MF) | X | X | X | X | X | X | | | | |
| 12. | Christine Romanik Co-Chair (QI) | X | A | X | X | A | X | | | | |
| 13. | Mark Sanchez | X | X | X | X | X | X | | | | |
| 14. | Roberta Stewart PC Co-Chair | X | X | X | X | X | X | | | | |
| 15. | Charlotte Teel | A | X | X | X | X | X | | | | |
| 16. | Ken Teel Co-Chair (QI) | A | X | A | X | A | A | | | | |
| 17. | Lauren Tierney | X | X | A | X | X | X | | | | |
| 18. | Dennis Torres | A | X | X | X | A | X | | | | |
| 19. | Ryan White Office | X | X | X | X | X | X | | | | |
| 20. | Planning Council Staff | X | X | X | X | X | X | | | | |
| 21. | % of Council present: | 56% | 67% | 68% | 60% | 70% | 67% | | | | |

Guests: Diana Mendoza, Lynda Faye Wilson, Kelli McDermott, Jim Pettinelli