



*Roberta Stewart & Chris Cole, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, September 9, 2016  
**Start Time:** 12:01 pm  
**End Time:** 1:22 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 August 12, 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.
- Roberta spoke to all attendees about the 'Bring One' campaign for all regions to bring new potential members to the council.

**(3.0) Parking Lot Issues**

- There are none

**(4.0) Community Input**

- Derek Brown announced the SHU is starting a MSW program online and on campus.

**(5.0) Approval of August 12, 2016 Meeting Minutes**

A motion to approve the August 12, 2016 minutes was made by Bradford Briggs and seconded by Heidi Jenkins with corrections made

**For: (6)** Briggs, Delgado, Muniz, Romanik, Jenkins, Sanchez

**Against: (0)**

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

**(6.0) Planning Council Committee Reports**

**A. STRATEGIC PLANNING AND ASSESSMENT**

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on September 1, 2016

1. We reviewed the minutes from the August 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. Staff presented the Medical Case Management Health Insurance Survey from last year and the committee reviewed this and made updates to better collect the data that is needed for PSRA
4. A discussion regarding clients who fall into the category 'over income/cannot afford private insurance' and how to reach out to these clients and help through the CIPA process.
5. We also discussed the Care Continuum and staff will prepare a document that shows the State's Care Continuum right next to our EMA's Care Continuum in order to see the two and compare them.
6. The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 6, 2016 from 9:30am – 12:00pm at the Burrough's Community Center.

**A. QUALITY IMPROVEMENT**

Christine Romanik gave this report:

Here is a summary of our meeting that was held on September 1, 2016:

1. We did not review and vote on minutes from August 4, 2016 due to lack of quorum.
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. Staff presented the Housing Service Standard. Updates were made real time by the attendees of the committee. Further updates were made during this meeting. This vote will require a second since it was not approved at our meeting due to lack of quorum.

**VOTE**

Christine Romanik made a motion to approved the updated service standard for housing and Sabrina Delgado seconded it.

**For: (7)** Briggs, Delgado, Muniz, Romanik, Jenkins, Sanchez, Garofalo,

**Against: (0)**

**Abstain: (2)** Stewart, Ardila

4. We reviewed the CQM (Client Quality Management) portion of the Grant Guidance and Jeff walked us through these. The total portion of this including our responses totals approximately 100 pages.
5. The next meeting will be held on Thursday, October 6, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm

**c. MEMBERSHIP/FINANCE**

Mark Sanchez gave this report:

Here is a summary of our meeting that was just held today on September 9, 2016:

1. We reviewed minutes from August 12, 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. Mark reviewed the different areas that are captured on this and their current percentages.
4. The Committee reviewed this year's attendance for the Planning Council and committee meetings and updates were made to ensure the accuracy of the report.
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



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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). At this time, we have a renewal application for Lauren Tierney that was approved at the M/F committee.

A motion was made by Mark Sanchez to approve the renewal application of Lauren Gau for Planning Council Membership

**For: (9)** Briggs, Delgado, Muniz, Romanik, Jenkins, Sanchez, Stewart, Garofalo, Ardila

**Against: (0)**

**Abstain: (0)**

6. 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 grant application is due on October 18<sup>th</sup> and they are in process of completing this.
- Site visits have been completed and have been sent out to all region leads for their review with a 2-week turnaround time for all issues that may need to be addressed.
- He suggested that we may want to set a threshold amount to handle a carryover request. This will be handled by the Membership Finance committee.

**(8.0) New/Old Business**

- **Assessment of the Administrative Mechanism**

Staff presented the results of this and Roberta Stewart made a motion to approve these results as satisfactory to the council:

**For: (7)** Briggs, Muniz, Romanik, Jenkins, Sanchez, Garofalo, Ardila

**Against: (0)**

**Abstain: (2)** Stewart, Delgado

- **Planning Council Training**

Staff presented the Planning Council of the Grant Guidance. This included the Priority Setting and Resource Allocation Guidance which involves the description of the community input process.

- **Regional Updates:**

1. A question was asked if there was a gap in care in region 3 and there is no gap whatsoever and services have been continuous.
2. Region 5: changes are happening with new branding and new licensing as a substance facility and there will be a name change as well.

**(9.0) Community Input**

There was none.

**(10.0) Announcements**



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- There will be a GBAPP Recovery softball game at Beardsley Park in region 3 starts at 9:00am – 6:00pm on Sunday, September 18<sup>th</sup>.

**(11.0) Planning Council Feedback**

Staff presented the results from the August Planning Council meeting and these will now be reviewed during the M/F meeting. All feedback was favorable. A suggestion was made to allow text wrapping in the comment fields.

**(12.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:17 pm

**Upcoming Planning Council Meetings –**

- SPA –Thursday, October 6<sup>th</sup>, 9:30am – 12:00pm
- QI –Thursday October 6<sup>th</sup>, 12:00pm – 2:00pm
- Executive Committee - Friday, October 14<sup>th</sup>, 9:30am – 10:30am
- M/F – Friday, October 14<sup>th</sup>, 10:30am – 11:30am
- Planning Council – Friday, October 14<sup>th</sup>, 12:00pm – 2:00pm

**Attendance Record – 2016**

	<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	-	-	X	X	X	X	A	X		
2.	Bradford Briggs	-	-	-	X	X	X	X	X		
3.	Chris Cole <b>PC Co-Chair</b>	A	A	X	X	X	X	X	A		
4.	Sabrina Delgado	A	X	X	A	X	A	X	X		
5.	Heather Garofalo	X	X	X	A	X	A	A	X		
6.	Heidi Jenkins <b>Co-Chair (SPA)</b>	X	A	X	X	X	A	X	X		
7.	Pat Kelly	A	X	X	A	X	X	A	A		
8.	Gerald Lewis	-	-	-	-	-	A	X	A		
9.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	X	A	X	X	X	A		
10.	Raphael Muniz	A	X	A	A	X	A	X	X		
11.	Jackie Robertson	X	X	X	X	X	X	A	A		
12.	Christine Romanik <b>Co-Chair (QI)</b>	X	A	X	X	A	X	X	X		
13.	Mark Sanchez	X	X	X	X	X	X	X	X		
14.	Roberta Stewart <b>PC Co-Chair</b>	X	X	X	X	X	X	A	X		
15.	Charlotte Teel	A	X	X	X	X	X	A	A		
16.	Lauren Gau	X	X	A	X	X	X	A	A		
17.	Dennis Torres	A	X	X	X	A	X	X	A		
18.	Ryan White Office	X	X	X	X	X	X	X	X		
19.	Planning Council Staff	X	X	X	X	X	X	X	X		
20.	% of Council present:	56%	67%	68%	60%	70%	67%	53%	53%		

Guests: Kartisha Hall, Derek Brown, Kelli McDermott, Krystle Moore, Albana Lame, Jim Pettinelli