



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 14, 2016
Start Time: 12:00 pm
End Time: 1:27 pm
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from September 9, 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.
- Chris 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

(5.0) Approval of September 9, 2016 Meeting Minutes

A motion to approve the September 9, 2016 minutes was made by Joanne Montgomery and seconded by Roberta Stewart with corrections made

For: (8) Briggs, Delgado, Muniz, Romanik, Jenkins, Sanchez, Ardila, Stewart

Against: (0)

Abstain: (4) Cole, Lewis, Gau, Montgomery

(6.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on October 6, 2016

1. We reviewed the minutes from the September 1, 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 with updates made at the last meeting and the committee reviewed this. Further updates were made and staff will present these at the next SPA meeting in November.
4. Staff presented the HIV Care Continuum with the comparison of our EMA vs. Ryan White Part A.
5. Staff presented the most current Directives and simple updates were made regarding the terms recipient, sub-recipient and service standards. A robust discussion took place regarding Directive 1.1 regarding regional allocation.
6. The next Strategic Planning and Assessment committee meeting will take place on Thursday, November 3, 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 October 6, 2016:

1. We approved meeting minutes from August 4, 2016 and September 1, 2017.
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. Chris and Sabrina will work on the MCM Service Standard with Staff to make updates for the November meeting
4. Staff presented the new Statewide Comprehensive Plan and will e-mail this document out to all PC members for next month's meeting. Once this is reviewed in November, we will use this to updated our QIC plan.
5. Staff presented a breakdown of the HIV Care Continuum from the Recipient broken out by risk category, race, gender, select cities and gender by race/ethnicity.
6. The Recipient presented site visit findings that included the following:
 - a. Scope of Visits, Continua of Care Methodology, Continuum of Care, Populations, Results of the EMA Continuum, Results of the Regional Continuum Comparison
7. The next meeting will be held on Thursday, November 3, 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 October 14, 2016:

1. We reviewed minutes from September 9, 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 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 an



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application for Cassandra Cokley where the attendance requirement has been met and approved at the M/F committee.

A motion was made by Mark Sanchez to approve application of Cassandra Cokley for Planning Council Membership

For: (15) Briggs, Delgado, Muniz, Romanik, Jenkins, Sanchez, Stewart, Garofalo, Lewis, Teel, Ardila, Cole, Montgomery, Gau, Torres

Against: (0)

Abstain: (0)

6. We reviewed the PC Feedback from September and all feedback was favorable.

(7.0) Grantee's Office Report

- Jeff Daniel gave this report as the Ryan White office is submitting their grant application today.
- Jeff presented the 6 month Expenditures by Service Category report.

(8.0) New/Old Business

- **Planning Council Training**

Leif Mitchell presented on Odesey. This included information about the side effects, who should take it, and treatment details.

- **Regional Updates:**

1. Region 5: They just received their license for Substance Abuse services.
2. Region 3: 10/29 they are sponsoring a Town Hall for woman. They are also working with DPH on the Getting To Zero Campaign. They are also planning a local community Town Hall to discuss the AIDS epidemic and race. They have created a committee to discuss Worlds AIDS day.
3. Region 4: 10/26 they are having a Consumer Forum and will be discussing Planning Council, Odesfey, and Narcam.
4. Region 1: They are doing a large push for Planning Council Membership.

(9.0) Community Input

There was none.

(10.0) Announcements

There were none

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:27 pm

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Upcoming Planning Council Meetings –

- SPA –Thursday, November 3rd, 9:30am – 12:00pm
- QI –Thursday, November 3rd, 12:00pm – 2:00pm
- Executive Committee - Friday, November 4th, 9:30am – 10:30am
- M/F – Friday, November 4th, 10:30am – 11:30am
- Planning Council – Friday, November 4th, 12:00pm – 2:00pm

Attendance Record – 2016

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	-	-	X	X	X	X	A	X	X	
2.	Bradford Briggs	-	-	-	X	X	X	X	X	X	
3.	Chris Cole PC Co-Chair	A	A	X	X	X	X	X	A	X	
4.	Sabrina Delgado	A	X	X	A	X	A	X	X	X	
5.	Heather Garofalo	X	X	X	A	X	A	A	X	X	
6.	Heidi Jenkins Co-Chair (SPA)	X	A	X	X	X	A	X	X	X	
7.	Gerald Lewis	-	-	-	-	-	A	X	A	X	
8.	Joanne Montgomery Co-Chair (SPA)	X	X	X	A	X	X	X	A	X	
9.	Raphael Muniz	A	X	A	A	X	A	X	X	X	
10.	Jackie Robertson	X	X	X	X	X	X	A	A	A	
11.	Christine Romanik Co-Chair (QI)	X	A	X	X	A	X	X	X	X	
12.	Mark Sanchez	X	X	X	X	X	X	X	X	X	
13.	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	A	X	X	
14.	Charlotte Teel	A	X	X	X	X	X	A	A	X	
15.	Lauren Gau	X	X	A	X	X	X	A	A	X	
16.	Dennis Torres	A	X	X	X	A	X	X	A	X	
17.	Ryan White Office	X	X	X	X	X	X	X	X	A	
18.	Planning Council Staff	X	X	X	X	X	X	X	X	X	
19.	% of Council present:	56%	67%	68%	60%	70%	67%	53%	53%	94%	

Guests: Jennifer Loschiavo, Kelli McDermott, Tamara Carley, Charlene Lee, Krystle Moore, Albana Lame, Clunie Figaro, Leif Mitchell, Alan Glenn, Sara Burns