



*Roberta Stewart & Chris Cole, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, January 13, 2017  
**Start Time:** 12:02 pm  
**End Time:** 1:27 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 November 4, 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 explained the importance of the completing the feedback survey.

**(3.0) Community Input**

There was none

**(4.0) Approval of November 4, 2016 Meeting Minutes**

A motion to approve the November 4, 2016 minutes was made by Christine Romanik and seconded by Inthiany Ardila.

**For: (5)** Delgado, Romanik, Ardila, Gau, Garofalo

**Against: (0)**

**Abstain: (4)** Stewart, Lewis, Sanchez, Teel

**(5.0) Planning Council Committee Reports**

**STRATEGIC PLANNING AND ASSESSMENT**

Lauren Gau gave this report:

Here is a summary of our meeting that was held on January 5, 2017

1. We reviewed the minutes from the November 3, 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.
3. Medical Case Managers from all 5 regions attended our meeting and a training was presented on the following topics:
  - a. MCM Health Insurance Survey – Joanne Montgomery
  - b. CIPA (Connecticut Insurance Premium Assistance) – Lauren Gau



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c. Prescriptions Co-Pay Cards – Chris Cole.

During today's Planning Council meeting a summary of these topics will be presented.

4. The next Strategic Planning and Assessment committee meeting will take place on Thursday, February 2, 2017 from 9:30am – 12:00pm at the Burrough's Community Center.

**QUALITY IMPROVEMENT COMMITTEE**

Christine Romanik gave this report:

Here is a summary of our meeting that was held on January 5, 2017:

1. We approved the Minutes from the November 3, 2016 QI meeting.
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 current Quality Improvement plan and updates were made. Staff will take these updates and continue to work on these and the final updated copy will be presented at the February QI meeting.
4. Staff will also work in updating with Roberta and Chris the Outpatient Ambulatory Health Services Service Standard and bring the updated standard to the QI meeting in February as well.
5. The next meeting will be held on Thursday, February 2, 2017 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 January 13, 2017:

1. We reviewed minutes from November 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. 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. 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 5 new applications that were reviewed and all were invited into the Planning Council application process.

**VOTE:**

A motion was made by Roberta Stewart to approve the renewal application of Heidi Jenkins.

**For: (9)** Delgado, Romanik, Ardila, Gau, Garofalo, Stewart, Lewis, Sanchez, Teel

**Against: (0)**

**Abstain: (0)**



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5. We also discussed a policy to be developed for Carryover Request. Staff presented historical data and it was decided that no matter how small the amount is, the Planning Council will be involved in how we proceed with these funds.
6. We reviewed the PC Feedback from November and all feedback was favorable.

## **(6.0) Grantee's Office Report**

- Lakeisha presented the Expenditures by Service Category during the M/F meeting and overall, they are at 74% overall for all service categories
- This is the RSR season and all regions need to complete these reports in CAREWare. They are currently cleaning up all the data in this system.
- Provider's reports will be due very soon.
- Reporting formats are changing and the Recipient has gotten good feedback with this new format.

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

### **• Planning Council Training**

Roberta presented a summary of the MCM training that took place during the SPA meeting last week. This presentation included highlights from the following:

1. MCM Health Insurance Survey
2. CIPA
3. Prescription co-pay cards.

All Region leads as well as PC members will receive all training documents

### **• Regional Updates:**

1. Region 5: Everything is going well and they are busy cleaning up the RSR data
2. Region 4: Everything is going well and they are busy cleaning up the RSR data as well.
3. Region 3: They are moving forward developing the Consumer Advisory Board and they are meeting next week for the first time. The Town Hall for AIDS and Race has been moved to March or April.
4. Region 2: Everything is going well and they are busy cleaning up the RSR data as well. They are working hard on EFA and Housing. They had an MCM meeting internally and are working hard to connect them to MCM. They are also working on a welcome package for the clients.
5. Region 1: They are doing well.

## **(8.0) Community Input**

There was none

## **(9.0) Announcements**

Southwest Community Health Center is having a Prep summit at the Klein Memorial on February 8<sup>th</sup> and registration is available through the Eventbrite website.

## **(10.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:52pm

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## Upcoming Planning Council Meetings –

- a. SPA –Thursday, February 2<sup>nd</sup>, 9:30am – 12:00pm
- b. QI –Thursday, February 2<sup>nd</sup>, 12:00pm – 2:00pm
- c. Executive Committee - Friday, February 10<sup>th</sup>, November 4<sup>th</sup>, 9:30am – 10:30am
- d. M/F – Friday, February 10<sup>th</sup>, 10:30am – 11:30am
- e. Planning Council – Friday, February 10<sup>th</sup>, 12:00pm – 2:00pm

## Attendance Record – 2017

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

Guests: Nancy Kingwood, Ryan Grant, Charlene Lee, Sara Burns, Kelli McDermott, Steve Bonell, Kartisha Hall, Albana Lame, Michael Walton