



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 9, 2017
Start Time: 12:05 pm
End Time: 12:56 pm
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 12, 2017 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:05 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

Albana Lame will be the new co-chair of the Quality Improvement Committee.

(3.0) Community Input

There was none

(4.0) Approval of May 12, 2017 Meeting Minutes

A motion to approve the May 12, 2017 minutes was made by Chris Cole and seconded by Bradford Briggs.

For: (9) Gau, Teel, Stewart, Bonell, Langley, Grant, Cole, Cokley, Lame

Against: (0)

Abstain: (3) Jenkins, Briggs, Stewart

(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 June 1, 2017

1. We voted on and approved minutes from May 4, 2017
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. Staff presented the results from the MCM Health Insurance Survey and this will be e-mailed to all PC members so individual regions can look at this data to determine what areas they may to address with clients.
4. Staff also presented Service Category Definitions for review. The eligibility requirements were discussed and a data request was made to determine what the FPL should be for MCM clients.



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5. Staff presented data for the EMA which included an unduplicated client count by region and actual expenditures for GY2016 for each service category. After looking at this data the following methodology was presented: **VOTE**

Staff presented an overview of the new methodology for all attendees.

Roberta Stewart made a motion to approve the new methodology for resource allocation and since this comes from the SPA committee, it doesn't require a second.

For: (10) Teel, Stewart, Bonell, Langley, Grant, Cole, Cokley, Lame, Brown, Langley, Briggs

Against: (0)

Abstain: (2) Gau, Stewart

6. There are no meetings in July. August 3, 2017, we will have our special Planning Council PSRA meeting from 9:30am – 2:00.

QUALITY IMPROVEMENT COMMITTEE

Roberta Stewart gave this report:

Here is a summary of our meeting that was held on June 1, 2017:

1. We voted on and approved the minutes from the May 4, 2017 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 Early Intervention Services Service Standard and updates were made. Lauren, Joanne and Sara will continue to work on this and it will be presented in September. There are no July meetings. On Thursday, August 3rd, there will be the special Planning Council PSRA meeting from 9:00am – 2:00pm

MEMBERSHIP/FINANCE

Heidi Jenkins gave this report:

Here is a summary of our meeting that was just held today on June 9, 2017:

1. We reviewed minutes from May 12, 2017 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 and Chris 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. We currently have 2 new applications that were reviewed and all were invited into the Planning Council application process.

VOTE:

Roberta Stewart made a motion to approve the following renewal applications for Mark Sanchez and Sabrina Delgado.



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For: (13) Teel, Stewart, Bonell, Langley, Grant, Cole, Cokley, Lame, Brown, Langley, Briggs, Gau, Stewart, Garofalo

Against: (0)

Abstain: (0)

5. We reviewed the PC Feedback from May and all feedback was favorable and there were more comments this month.
6. We reviewed attendance and all was reported accurately.
7. We reviewed the assessment of the administrative mechanism and updates were made and approved.

(6.0) Recipients Office Report

Beth Auerbach gave this report:

- They just completed their fiscal audit for FY2016
- Almost all contracts have been executed and the last one is with the Mayor.

(7.0) New/Old Business

• **Planning Council Training**

Planning Council New Member Training was presented by Roberta and Chris. An overview of the Planning Council was explained, the roles of the Mayor, Recipient and Planning Council was described. The different committees and their responsibilities were explained.

• **Regional Updates:**

1. Region 2: They have been able to find other funding sources of almost all 24 clients for housing who were otherwise at risk of losing their housing.
2. Region 1: Their regional director is retiring and a new director has not been announced.

(8.0) Community Input

There was none

(9.0) Announcements

There was none

(10.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 12:56pm

Upcoming Planning Council Meetings –

- a. NO July Meetings
- b. Planning Council Special PSRA Meeting – August 3rd, 9:30am – 2:00pm
- c. Executive Committee - Friday, August 11th, 9:30am – 10:30am
- d. M/F – Friday, August 11th, 10:30am – 11:30am
- e. Planning Council – Friday, August 11th, 12:00pm – 2:00pm

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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Attendance Record – 2017

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X	WE	WE	X	X	A				
2.	Steven Bonell	-	-	-	-	X	X				
3.	Bradford Briggs	A	WE	WE	A	A	X				
4.	Marvin Brown	-	-	-	-	-	X				
5.	Cassandra Cokley	A	WE	WE	A	X	X				
6.	Chris Cole PC Co-Chair	A	WE	WE	A	X	X				
7.	Wallace Daniels	-	-	-	-	-	A				
8.	Sabrina Delgado	X	WE	WE	X	X	A				
9.	Thomas Evans	-	-	-	-	A	A				
10.	Heather Garofalo	X	WE	WE	A	A	X				
11.	Ryan Grant	-	-	-	-	X	X				
12.	Heidi Jenkins Co-Chair (SPA)	A	WE	WE	X	A	X				
13.	Albana Lame	-	-	-	-	X	X				
14.	Clara Langley	-	-	-	-	X	X				
15.	Gerald Lewis	X	WE	WE	A	A	A				
16.	Joanne Montgomery Co-Chair (SPA)	A	WE	WE	X	X	A				
17.	Christine Romanik Co-Chair (QI)	X	WE	WE	A	X	A				
18.	Mark Sanchez	X	WE	WE	X	A	A				
19.	Roberta Stewart PC Co-Chair	X	WE	WE	X	X	X				
20.	Charlotte Teel	X	WE	WE	X	X	X				
21.	Lauren Gau	X	WE	WE	X	X	X				
	Ryan White Office	X	WE	WE	X	X	X				
	Planning Council Staff	X	WE	WE	X	X	X				
	% of Council present:	60%	WE	WE	60%	60%	62%				

Guests: Sara Burns, Raphael Muniz, Nancy Kingwood, Doug Bruce