



*Roberta Stewart & Chris Cole, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, September 15, 2017  
**Start Time:** 12:05 pm  
**End Time:** 1:35 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 3, 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 – Roberta Stewart explained the background on the following topic.**  
**VOTE**

Roberta Stewart made a motion from the Executive Committee vote to approve the funds of \$5,982,648 for FY2018 from HRSA which is the maximum amount allowed by HRSA

**For: (11)** Cole, Grant, Gau, Montgomery, Evans, Ardila, Langley, Jenkins, Romanik, Daniels, Delgado

**Against: (0)**

**Abstain: (1)** Stewart

**VOTE –** Roberta explained the background of the following topic

Roberta Stewart made a motion to make the Federal Poverty Limit requirement for Medical Case Management to 500% and Christine Romanik seconded it. This would be effective immediately. This information will be communicated to Mayor Harp.

**For: (11)** Cole, Grant, Montgomery, Evans, Ardila, Langley, Jenkins, Romanik, Daniels, Delgado, Lame

**Against: (0)**

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

- HRSA will be coming to our EMA to make site visits during the week of November 13<sup>th</sup>.

**(3.0) Community Input**

There was none



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## (4.0) Approval of August 3, 2017 Meeting Minutes

A motion to approve the August 3, 2017 minutes was made by Joanne Montgomery and seconded by Chris Romanik.

**For: (9)** Cole, Grant, Gau, Montgomery, Evans, Ardila, Langley, Romanik, Lame, Delgado

**Against: (0)**

**Abstain: (3)** Stewart, Daniels, Jenkins

## (5.0) Planning Council Committee Reports

### STRATEGIC PLANNING AND ASSESSMENT COMMITTEE

There was no meeting this month

### QUALITY IMPROVEMENT COMMITTEE

There was no meeting this month.

### MEMBERSHIP/FINANCE

Heidi Jenkins gave this report:

Here is a summary of our meeting that was just held today on September 15, 2017:

1. We reviewed minutes from June 9, 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](http://www.ryanwhitecare.org). We currently have 2 new applications that were reviewed and all were invited into the Planning Council application process.
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.

## (6.0) Recipients Office Report

Tom Butcher gave this report:

- The grant application guidance has come out on August 28<sup>th</sup>. There was a conference call to discuss the instructions on this. This will be due on October 30, 2017.
- They are preparing for the site visits in November
- Preparing for the grant application
- They are completing the program terms report and program submission reports.

## (7.0) New/Old Business

- **Planning Council Training**

Leif Mitchell from Gilead presented a training on HealthySexual. The presentation was very interactive. STIs and HIV was the focus.



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- **Regional Updates:**

1. Region 5: They have purchased a new building up the road from their current location. They will send out an e-mail with invitations to their new building opening.
2. Region 4: As of July 1<sup>st</sup>, they are providing HIV and HEPc testing. They are looking for one more outreach worker. They also have a needle exchange program.
3. Region 3: no new updates
4. Region 2: As of July 1<sup>st</sup>, they have a new ID doctor and are very excited to have them on board. They are expanding their MCM team.
5. Region 1: no new updates.

**(8.0) Community Input**

There was none

**(9.0) Announcements**

- GBAPP is having several upcoming events. The details will be mailed to staff.

**(10.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1: 35pm

**Upcoming Planning Council Meetings –**

- a. Strategic Planning and Assessment – Thursday, November 2<sup>nd</sup>, 9:30am – 11:30am
- b. Quality Improvement – Thursday, November 2<sup>nd</sup>, 12:00pm – 2:00pm
- c. Executive Committee - Friday, November 3<sup>rd</sup>, 9:30am – 10:30am
- d. Membership/Finance – Friday, Friday, November 3<sup>rd</sup>, 10:30am – 11:30am
- e. Planning Council – Friday, Friday, November 3<sup>rd</sup>, 12:00pm – 2:00pm

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## Attendance Record – 2017

	<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X	WE	WE	X	X	A	-	X		
2.	Steven Bonell	-	-	-	-	X	X	-	A		
3.	Marvin Brown	-	-	-	-	-	X	-	A		
4.	Cassandra Cokley	A	WE	WE	A	X	X	-	A		
5.	Chris Cole PC <b>Co-Chair</b>	A	WE	WE	A	X	X	-	X		
6.	Wallace Daniels	-	-	-	-	-	A	-	X		
7.	Sabrina Delgado	X	WE	WE	X	X	A	-	X		
8.	Thomas Evans	-	-	-	-	A	A	-	X		
9.	Heather Garofalo	X	WE	WE	A	A	X	-	A		
10.	Lauren Gau	X	WE	WE	X	X	X	-	X		
11.	Ryan Grant	-	-	-	-	X	X	-	X		
12.	Heidi Jenkins <b>Co-Chair (SPA)</b>	A	WE	WE	X	A	X	-	X		
13.	Albana Lame	-	-	-	-	X	X	-	X		
14.	Clara Langley	-	-	-	-	X	X	-	X		
15.	Gerald Lewis	X	WE	WE	A	A	A	-	A		
16.	Joanne Montgomery <b>Co-Chair (SPA)</b>	A	WE	WE	X	X	A	-	X		
17.	Christine Romanik <b>Co-Chair (QI)</b>	X	WE	WE	A	X	A	-	X		
18.	Mark Sanchez	X	WE	WE	X	A	A	-	A		
19.	Roberta Stewart <b>PC Co-Chair</b>	X	WE	WE	X	X	X	-	X		
20.	Charlotte Teel	X	WE	WE	X	X	X	-	A		
	Ryan White Office	X	WE	WE	X	X	X	-	X		
	Planning Council Staff	X	WE	WE	X	X	X	-	X		
	% of Council present:	60%	WE	WE	60%	60%	62%	-	65%		

Guests: Sara Burns, Loreen Cuiman, Clunie Jean-Baptiste, Max Cisneros, Kartisha Hall, Allison Champlin, Krystle Moore