



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 13, 2017
Start Time: 12:00 pm
End Time: 1:35 pm
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from October 13, 2017 meeting minutes

(1.0) Moment of Silence

Chris Cole 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 Romanik has clarified that the FPL with the CTDPH is 400%.

(3.0) Community Input

An attendee asked how to community members can find out more about our meeting dates and they were directed to our website at www.ryanwhitecare.org.

(4.0) Approval of September 15, 2017 Meeting Minutes

A motion to approve the September 15, 2017 minutes was made by Joanne Montgomery and seconded by Lauren Tierney.

For: (9) Gau, Montgomery, Ardila, Langley, Lame, Daniels, Jenkins, Stewart, Cole

Against: (0)

Abstain: (5) Lewis, Teel, Cokley, Sanchez, Garofalo

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT COMMITTEE

Lauren Gau gave the following report:

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

1. We voted on and approved minutes from June 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. All activities are right on target.
3. Staff presented Service Category Definitions for review. Updates were made during the meeting and Staff will present the final version of these at the November meeting.



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4. Staff presented Directives for FY 2018 and updates were also made during this meeting. The final version of these will be presented at the November meeting.
5. Staff also presented the review from HRSA of the CT Integrated Plan. This was reviewed by the committee and based on the feedback, it was decided that we will look into where and how HIV testing is being done within our EMA.
6. Our next meeting will be held on Thursday, November 2nd from 9:30am – 12:00pm at the Burrough's Community Center.

QUALITY IMPROVEMENT COMMITTEE

Albana Lame gave the following report:

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

1. We voted on and approved the minutes from the June 1, 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. Staff will make final updates to this standard and it will be presented at the November meeting.
4. The Quality Improvement Plan was reviewed with updates and approved by the committee.
5. Our next meeting will be held on Thursday, November 2nd, from 12:00pm – 2:00pm at the Burrough's Community Center.

MEMBERSHIP/FINANCE

Mark Sanchez gave this report:

Here is a summary of our meeting that was just held today on October 13, 2017:

1. We reviewed minutes from September 15, 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. 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. We currently have 1 new application that we reviewed and this person was invited into the Planning Council application process.
5. We reviewed the PC Feedback from September and all feedback was favorable and there were more comments this month.
6. We reviewed attendance and all was reported accurately.
7. The Recipient brought forward the number for the Unobligated Balance Estimate and this was discussed.

(6.0) Recipients Office Report

Tom Butcher gave this report:

- They are working on submitting the grant application on October 25, 2017.



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- They are preparing for the site visits in November

(7.0) New/Old Business

- **Planning Council Training**

Heidi Jenkins presented a training on the DIS process with the CTDPH. This presentation included potential benefits to providers, data to care goals, continuum of care 2015, CT DPH current data to care activities, process used to determine if someone is in care, proposed data to care model, data sources to identify PLWH who are not in care, ensuring individual privacy and confidentiality and data security and confidentiality and next steps. She also presented Getting to Zero. This presentation included the G2Z Campaign to date, CT's campaign: a data driven process, the commission and the commission's charge. She then presented 'Who are the DIS?'. This included a definition of their roles, project CoRECT DI and HIV DIS. Lastly, she presented the HIV Partner Notification Results CY 2016. This included outcomes and demographic data from interviews.

- **Regional Updates:**

1. Region 5: They are having their ribbon cutting of their new building next Wednesday at 11:00am.
2. Region 4: They have 2 new outreach and testing employees
3. Region 3: no new updates
4. Region 2: no new updates
5. Region 1: They are working closely with MCM and EIS and looking at those linkages.

(8.0) Community Input

There was none

(9.0) Announcements

- Region 2 is getting ready for their Thanksgiving dinner on 11/19
- Danbury is having their Worlds AIDS Day event on December 1st
- Saturday November 4th MFAPP will have having their Red Ribbon Gala

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



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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	-	X	X	
2.	Steven Bonell	-	-	-	-	X	X	-	A	A	
3.	Marvin Brown	-	-	-	-	-	X	-	A	A	
4.	Cassandra Cokley	A	WE	WE	A	X	X	-	A	X	
5.	Chris Cole PC Co-Chair	A	WE	WE	A	X	X	-	X	X	
6.	Wallace Daniels	-	-	-	-	-	A	-	X	X	
7.	Sabrina Delgado	X	WE	WE	X	X	A	-	X	A	
8.	Thomas Evans	-	-	-	-	A	A	-	X	A	
9.	Heather Garofalo	X	WE	WE	A	A	X	-	A	X	
10.	Lauren Gau	X	WE	WE	X	X	X	-	X	X	
11.	Ryan Grant	-	-	-	-	X	X	-	X	A	
12.	Heidi Jenkins Co-Chair (SPA)	A	WE	WE	X	A	X	-	X	X	
13.	Albana Lame	-	-	-	-	X	X	-	X	X	
14.	Clara Langley	-	-	-	-	X	X	-	X	X	
15.	Gerald Lewis	X	WE	WE	A	A	A	-	A	X	
16.	Joanne Montgomery Co-Chair (SPA)	A	WE	WE	X	X	A	-	X	X	
17.	Christine Romanik Co-Chair (QI)	X	WE	WE	A	X	A	-	X	A	
18.	Mark Sanchez	X	WE	WE	X	A	A	-	A	X	
19.	Roberta Stewart PC Co-Chair	X	WE	WE	X	X	X	-	X	X	
20.	Charlotte Teel	X	WE	WE	X	X	X	-	A	X	
	Ryan White Office	X	WE	WE	X	X	X	-	X	X	
	Planning Council Staff	X	WE	WE	X	X	X	-	X	X	
	% of Council present:	60%	WE	WE	60%	60%	62%	-	65%	70%	

Guests: Krystle Moore, Jose Aquino, Raphael Muniz, Clunie Jean-Baptiste, Kelli McDermott, Pam Brooks