



Roberta Stewart & Chris Cole, Co-Chairs

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## Planning Council Meeting Minutes

**Meeting Date:** Friday, April 15, 2016  
**Start Time:** 12:00 pm  
**End Time:** 1:20 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 March 11, 2016 meeting minutes

#### (1.0) Moment of Silence

Roberta 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

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 notified all attendees that we are now recording meetings.
- She also announced that in June are meetings are as follows: 6/9 committee meetings will happen as scheduled. On 6/10 – we will have our special PSRA meeting for PC from 9:30am – 3:30pm instead of
- Roberta's term ends on June 30<sup>th</sup> and we will have a new election for PC Co-Chair in May. The details of this will be emailed by staff to all current PC Members.

#### (3.0) Parking Lot Issues

- There are none

#### (4.0) Community Input

- An attendee spoke about having housing issues in Waterbury and has contacted New Opportunities, Inc and HOPWA. He has received help in the past by Mr. Mark and Mr. Robertson. He is concerned about his future housing. It was suggested that he work with Mr. Mark and Jackie and work with another agency that has HOPWA funding. Other attendees offered to help him and speak with him after the meeting.

#### (5.0) Approval of March 11, 2016 Meeting Minutes

A motion to approve the March 11, 2016 minutes was made by Christine Romanik and seconded by Chris Cole

**For: (9)** Sanchez, Robertson, Ardila, Torres, Cole, Jenkins, Romanik, Briggs, C. Teel

**Against: (0)**

**Abstain: (3)** Stewart, K. Teel, Tierney

#### (6.0) Planning Council Committee Reports



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**A. STRATEGIC PLANNING AND ASSESSMENT**

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on April 7, 2016

1. We reviewed the minutes from the March 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. We discussed the status of the CIPA letters that have been sent. Staff e-mailed all region leads outlining how to handle any further issues that MCMs may be having with processing CIPA applications.
4. We reviewed the Health Insurance Premium Cost Sharing Assistance Service Category Definition in order to better understand how premium refunds delivered directly to client should be handled by providers. There were 3 data requests that came out of this discussion:
  - a. The attendees asked Staff to find out how other jurisdictions are handling this process.
  - b. The Grantee was asked to run a report in CAREWare for each region to identify clients who are using their health insurance premium cost sharing assistance service category for premiums and who is using it for co-pays and who is using it for both.
  - c. The committee also asked Staff to find out why Part B stopped paying insurance premiums and when.
5. We reviewed the Oral Health Service Category Definition and made updates to this to align with the updated Service Standard from the QI Committee.
6. We also reviewed the Mental Health Service category Definition to make sure it aligns with the newly updated Mental Health Service Standard from the QI committee and found that it did align.
7. We viewed a presentation of the Non Virally Suppressed Survey results. We looked at data trends that stood out during and discussed the various areas of interest.
8. We discussed data for the PSRA process. Jim Pettinelli from CIRA offered to come to our Special PSRA meeting which will now be held on Friday, June 10<sup>th</sup> and all SPA meeting until August and based on his observations of our process, he'll be able to assist our committee moving forward with this.
9. The next Strategic Planning and Assessment committee meeting will take place on Thursday, May 5, 2016 from 9:30am – 12:00pm at the Burrough's Community Center.

**QUALITY IMPROVEMENT**

Ken Teel gave this report:

Here is a summary of our meeting that was held on April 7, 2016:

1. We reviewed minutes from March 3, 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. We were on track with all assigned tasks.
3. Staff presented the newly updated Oral Health Service Standard. Thomas, Sabrina and Heather worked on making the necessary updates to this service standard and it was approved by the committee. VOTE

Ken made a motion to approved the QI updated Oral Health Service Standard:

**For: (11)** Sanchez, Robertson, Ardila, Torres, Cole, Jenkins, Romanik, Briggs, C. Teel, K. Teel, Tierney



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**Against: (0)**

**Abstain: (1)** Stewart

4. Next month this committee will begin looking at the EFA Service Standard and Roberta and Chris will help Thomas review this before the May meeting.
5. The next meeting will be held on Thursday, May 5, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

### **c. MEMBERSHIP/FINANCE**

Roberta Stewart gave this report:

Here is a summary of our meeting that was just held today on April 15, 2016:

1. Roberta shared with all attendees that Jackie Robertson is new co-chair of this committee.
2. We reviewed minutes from March 11, 2016 and they were approved by the committee.
3. 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.
4. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. Roberta reviewed the different areas that are captured on this and their current percentages. Also, the Non-Conflicted HIV Status target is greater than 33% and our current percentage is 25%.
5. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. There are also 2 members who have 4 absences to date and will receive an attendance letter reflecting our bylaws on the attendance requirement.
6. 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 reviewed a new application that was received and it was decided to invite Gerald Lewis into the membership application process.
7. We discussed the membership recruitment campaign and discussed sharing the consumer focus groups that the SPA committee is going to be holding throughout the EMA. We can then promote the Planning Council at these focus groups. The idea of using social media was discussed and will be continued to be talked about.
8. We also discussed updating the method that the PC gets feedback for the PC meetings and this will continue at the next M/F meeting.

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

- Tom Butcher presented the Quarterly Expenditures by Service Categories Report which was presented at the M/F meeting earlier today.
- They are continuing to work on contracts throughout the EMA.
- The RSR has been approved. There was less than 3% of missing values.

- **New/Old Business**

#### **(8.0) Planning Council Training**

Staff presented the results on the Non-Virally Suppressed Survey. Here are some highlights:



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There were 131 surveys completed throughout the EMA. The minority populations seem to have lower viral suppression which aligns with what DPH reports. The largest age group of non-virally suppressed are older than 55. Most clients identified were male. Most clients identified were making from 0 - \$9999. Most client's received medical care within 0-3 months from diagnosis. Most people contracted HIV through Heterosexual Sex. Most people were taking their meds but they were not virally suppressed. We also reviewed the reasons given by clients as why they think they are not virally suppressed. We also reviewed the importance clients placed on the services listed at the end of the survey.

This data will be used during the PSRA process in helping rank the priorities as a dataset.

**(9.0) Regional Updates:**

Stamford/Norwalk: They are getting ready for AIDS Awareness Day at the Capital

Waterbury: Had their 1<sup>st</sup> consortium meeting at Staywell Health Center and it went really well.

Tom Butcher has set up a meeting with Staywell and there will more services delivered to Meriden and this will make a huge impact on the clients they serve.

**(10.0) Community Input**

There was none

**(11.0) Announcements**

1. GBAPP in partnership with RNP
2. The Elm City Phoenix Club will be holding Refuge Recovery meetings which is based on Buddhist principles which are held on Monday nights.

**(12.0) Planning Council Feedback**

We are in process of re-working the feedback mechanism.

**(13.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:20pm

**Upcoming Planning Council Meetings –**

- SPA –Thursday, May 5<sup>th</sup>, 9:30am – 12:00pm
- QI –Thursday, May 5<sup>th</sup>, 12:00pm – 2:00pm
- MF – Friday, May 13<sup>th</sup>, 10:30am – 11:30am
- Executive Committee – Friday, May 13<sup>th</sup>, 9:30am – 10:30am
- Planning Council - Friday, May 13<sup>th</sup>, 12:00pm – 2:00pm

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## Attendance Record – 2016

	<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	-	-	X	X						
2.	Bradford Briggs	-	-	-	X						
3.	Chris Cole <b>PC Co-Chair</b>	A	A	X	X						
4.	Sabrina Delgado	A	X	X	A						
5.	Heather Garofalo	X	X	X	A						
6.	Heidi Jenkins <b>Co-Chair (SPA)</b>	X	A	X	X						
7.	Pat Kelly	A	X	X	A						
8.	Tom Kidder	X	A	A	A						
9.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	X	A						
10.	Raphael Muniz <b>Co-Chair (MF)</b>	A	X	A	A						
11.	Alex Ortiz <b>Co-Chair (MF)</b>	A	A	A	A						
12.	Johny Rivera	X	A	A	A						
13.	Jackie Robertson	X	X	X	X						
14.	Christine Romanik <b>Co-Chair (QI)</b>	X	A	X	X						
15.	Mark Sanchez	X	X	X	X						
16.	Roberta Stewart <b>PC Co-Chair</b>	X	X	X	X						
17.	Charlotte Teel	A	X	X	X						
18.	Ken Teel <b>Co-Chair (QI)</b>	A	X	A	X						
19.	Lauren Tierney	X	X	A	X						
20.	Dennis Torres	A	X	X	X						
21.	Ryan White Office	X	X	X	X						
22.	Planning Council Staff	X	X	X	X						
23.	% of Council present:	56%	67%	68%	60%						

Guests: Gerald Lewis, Charlene Lee, Kartisha Hall, Vicky Mota, Sara Burns, Jennifer Loschiavo, Denese Bellinger, Priscilla Pitts, Chris Poilek