



NEW HAVEN / FAIRFIELD  
**COUNTIES**  
RYAN WHITE PLANNING COUNCIL

# Planning Council Member Training

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## 2022



# Planning Council and Key Players



**Health Resources and Services Administration (HRSA) Washington DC**

**CEO**

**(Mayor of the City of New Haven)  
THAT'S MAYOR ELICKER!**

**RECIPIENT**

**(Ryan White Office, City of New Haven Health Department)  
THAT'S TOM BUTCHER!**

**Planning Council**

**Up to 45 Members from New Haven & Fairfield Counties  
THAT'S US!**



# What does the Recipient do?

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- ✓ Designated by the CEO, Mayor Elicker, to distribute Part A funds.
- ✓ Awards money based on what Planning Council directs through the Council's annual Priority Setting and Resource Allocation process.
- ✓ Monitors each service contractor (regional lead also called the subrecipient).
- ✓ Participates in Planning Council meetings to provide data and input into Part A funding process.



# What is the purpose of the Planning Council?

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- ✓ Determine service priorities within the EMA (Eligible Metropolitan Area) based on data
- ✓ Develop a resource allocation based on data
- ✓ Develop a comprehensive plan for service delivery
- ✓ Assess the administrative mechanism in fund distribution
- ✓ Monitor overall spending by service category
- ✓ Monitor overall quality of services by service category



# Planning Council Standing Committees

## PLANNING COUNCIL

Executive Committee (co-chairs of all committees)

- Strategic Planning & Assessment Committee (SPA)
- Quality Improvement Committee (QI)
- Membership Finance Committee (M/F)



# Strategic Planning & Assessment Responsibilities

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- Develop, facilitate and oversee EMA's annual Priority Setting and Resource Allocation process.
- Develop the EMA's Integrated Comprehensive Plan that includes blueprints for a) Planning Council operations and b) HIV/AIDS service delivery in the jurisdiction.
- Conduct annual needs assessments/studies to determine health care needs of people living with HIV/AIDS in the EMA.
- Update and review Planning Council Policies & Procedures manual annually.
- Update and review Planning Council By-Laws annually.
- Review Service Category Definitions for inclusion in service standards.
- Update and review Directives for the Recipient's Office.



# Quality Improvement Committee Responsibilities

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- To work in collaboration with the Recipient's office to support the EMA's Quality Management Plan
- Establish and review the service standards.
- Review Planning Council meeting feedback and subsequent actions (if necessary) in conjunction with Membership Finance committee.
- Review and recommend a process to the Executive Committee for the annual assessment of the administrative mechanism.
- Review annual data requests that inform the Priority Setting and Resource Allocation process.



# Membership Finance Committee Responsibilities

- Monitor expenditures by service category by reviewing expenditure reports received from the Recipient's office.
- Maintain membership by recruiting new members based on the EMA's epidemiological profile.
- Monitor Planning Council members' attendance, and subsequent actions (if necessary—i.e.: warning letters, etc.).
- Monitor Planning Council reflectiveness to ensure HRSA mandates are met.
- Review Planning Council meeting feedback and subsequent actions and (if necessary) share with Quality Improvement committee.
- Develop carry over requests in conjunction with the Recipient's Office (Unobligated Balance Estimate & actual carryover request).
- Determine Planning Council trainings.





# Committee Meetings Overview

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**EVERYONE MUST ATTEND 1 OF THE FOLLOWING MEETINGS EACH MONTH**

- Strategic Planning & Assessment (SPA)** Meets the 1<sup>st</sup> Thursday of every month from 9:30am – 12:00pm
- Quality Improvement (QI)** Meets the 1<sup>st</sup> Thursday of every month from 12:00pm – 2:00pm
- Membership/Finance (Mem/Fi)** Meets the 2<sup>nd</sup> Friday of every month from 10:30am – 11:30am

**ONLY CO-CHAIRS OF COMMITTEES MUST ATTEND BUT ANYONE IS WELCOME**

- Executive Committee** meets the 2<sup>nd</sup> Friday of every month from 9:30am – 10:30am

**EVERYONE MUST ATTEND THIS MEETING EVERY MONTH**

- Planning Council** meets the 2<sup>nd</sup> Friday of every month from 12:00pm – 2:00pm



# Robert's Rules of Order

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get to be heard
- Ability for each member to provide input

**Motion** – A formal proposal made to bring a subject before all meeting attendees for its consideration and action.

**Second** – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

**Quorum** - the minimum number of members who must be present in order to conduct business. The quorum can be found in the bylaws.



# PLANNING COUNCIL SUMMARY

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Planning Council and Key Players

What does the Recipient do?

What is the purpose of the Planning Council?

The committees of the Planning Council

Responsibilities of each committee

Committee meetings overview

Robert's Rules of Order



# Planning Council Member Training

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## DISCUSSION/QUESTIONS