



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

# Planning Council Member Training



# Planning Council and Key Players



**Health Resources Service 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 Ryan White Office (the Recipient) do?

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- ✓ Designated by the CEO, Mayor Harp, 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 (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 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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- Develop a Quality Management Plan to set forth the Council's expectations for health and service delivery to people living with HIV/AIDS in our EMA.
- 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

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- Monitor expenditures by service category via Recipient expenditure reporting.
- Maintain membership by recruiting new members based on the EMA's epidemiological profile.
- Monitor Planning Council members' attendance, term limits, 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

## GUIDELINES:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time

To Do This	You Say This	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Can the Motion be Amended?	What Vote is Needed?
Adjourn the meeting	"I move we adjourn"	No	Yes	No	No	Majority
Suspend further consideration of something	"I move we table it"	Yes	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	Yes	Yes	2/3 Vote
Have something studied further	"I move we refer this matter to a committee"	No	Yes	Yes	Yes	Majority
Amend a Motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (make a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority
Object to a procedure or personal affront	"Point of order"	Yes	No	No	No	Chair Decides
Request information	"Point of information"	If Urgent	No	No	No	None
Ask for a vote by actual count	"I call for a division of the house"	No	No	No	No	None
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	No	No	Majority



# PLANNING COUNCIL MEMBER CODE OF CONDUCT

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- Every member will treat every other member with courtesy and respect their legitimate right to be part of discussions and decision-making. This means that all members/participants in meetings will have the opportunity to speak and be listened to without interruptions.
- Every member will be truthful and honest.
- Every member will honor commitments and be prepared for all Planning Council work. All Planning Council members are expected to reply to email requests in a timely manner.
- A member who is a potential Part A Provider shall identify themselves as such when participating in Council discussion relevant to their service.
- There will be no personal attacks on anyone; disagreements will focus on issues, not upon individuals.
- Once decisions are made, every member of the group will support the decision, regardless of their personal position.
- Information presented in confidence will be held in confidence and not discussed outside the meeting.
- Every member will honor their responsibility to present and consider the concerns of specific communities or population groups but shall also consider the overall needs of people living with HIV disease and balance the interests of both in discussion and decision making.
- Every member will speak positively about the Planning Council in public; problems will be addressed within the group.
- Any member, who feels they cannot support the mission goals, strategies, programs, and/or leadership of the Planning Council as agreed upon by the members, should resign from the Planning Council.
- Every member will take responsibility not only for abiding by these rules of conduct personally, but also for speaking out to ensure all members abide by them.
- No member may speak or publish materials or provide endorsements on behalf of or represent the Planning Council without express permission of the Planning Council.
- Every member will participate and allow the participation of every other member without discrimination with respect to gender, gender identity, sex, age, race, ethnicity, religious belief, sexual orientation, political belief, or physical, mental, or social impairment.



# Planning Council Member Training

DISCUSSION