

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart Co-Chair

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## Executive Committee Meeting Minutes

**Meeting Date:** Friday, October 9, 2015  
**Start Time:** 9:36 am  
**End Time:** 10:22 am  
**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 the September 11, 2015

#### (1.0) Moment of Silence

Roberta called the meeting to order at 9:36 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

Roberta welcomed everyone.

#### (3.0) Co-Chair Announcements

- Roberta reminded everyone that we are recording meetings
- Roberta shared that this will be Ric's last meeting for the time being. He will be stepping down for personal reasons and will be returning when he's able.

#### (4.0) Approval of September 11 , 2015 Minutes

Joanne Montgomery made a motion to approve the September 11, 2015 minutes and Christine Romanik seconded it.

**For: (4)** Ortiz, Muniz, Romanik, Robertson

**Against: (0)**

**Abstain: (4)** Stewart, Browne, Jenkins, Montgomery

#### (5.0) Planning Council Committee Reports

##### A. STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

We reviewed the minutes from the September 3, 2015 meeting and these were approved.

1. 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.
2. We reviewed the Framework for the PSRA process and the discussion focused primarily on a needs assessment/care continuum. The big question that came from a very lengthy discussion regarding this was 'What can we do at the Planning Council level that would help our clients in the EMA?' Heidi and Arvil are going to talk about data that could be collected from CAREWare that would identify clients in each region who are not virally suppressed and compare it to the data Heidi has from the EHARs database. With these clients accurately identified, we could then survey them on the barriers that are keeping them from viral suppression.
3. We also reviewed the Directives and more specifically, directive 1.1 which speaks to regional allocation amounts. Jeff presented data that was requested for this which was a comparison of



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MCM and AOMC numbers from CAREWare, EHARs and DPH. We looked at this and discussed in great detail this data, its accuracy and whether or not we would use this moving forward. Jeff made a suggestion that we may want to look at running this same report but pull out the MCM numbers. We will continue to discuss this next month.

4. We reviewed the By-Laws and more specifically, the section on Planning Council Co-Chair Requirements for Eligibility. We approved a change to the 4<sup>th</sup> requirement to read:
  - Currently resides in New Haven or Fairfield Counties or represents a mandated category based on HRSA Planning Council Requirements. This was changed from: Currently resides in New Haven or Fairfield Counties.

**VOTE:** I would like to make a motion that we accept the following change to By-Law **Section 4.4(b) Planning Council Co-Chairs Eligibility** to read:

- Currently resides in New Haven or Fairfield Counties or represents a mandated category based on HRSA Planning Council Requirements.
5. The next meeting will be held on Thursday, November 5, 2015 at the Burrough's Community Center from 9:00am – 12:00pm.

## **B. QUALITY IMPROVEMENT**

Ric Browne gave this report:

Here is a summary of our meeting that was held on October 1, 2015:

1. We reviewed minutes from September 3, 2015 and they were both 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. We reviewed the newly separated Substance Abuse Service Standard Residential and Outpatient. Jeff made updates real time with attendees agreeing upon these updates. After going through these in great detail, it was decided that Jeff and Joanne would speak offline and re-work these standards. These will be brought back to the committee for November's meeting for approval. Also, it was requested that the SPA committee review the Substance Abuse service category definitions and update them in November. Once this is defined from the SPA committee, the QI committee will update this portion of the standard appropriately.
4. The next meeting will be held on Thursday, November 5, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

### **(6.0) Grantee's Report**

Tom Butcher gave this report:

- They are currently working on the Federal Grant Application for FY2016
- They are also working on contract amendments due to the partial award received from HRSA.
- Some regions may get their amendments in on time but some may not. This will not result in an interruption of services for clients.

### **(6.0) New/Old Business**

- **Present Results of the Assessment of the Administrative Mechanism**

Thomas presented these results and went through each of the 5 questions and the results provided by the grantee. This also included a definition of the process and how the grantee gathers these results. We looked at the time funds were expended, contracts signed in a timely manner, less than 5% in carryover funds, resources allocated in a timely manner, Part A funds matched the Planning Council's PSRA process, and Directives were being followed.

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- **Planning Council Training**  
Thomas will present the results of the Assessment of the Administrative Agent.
- **Future Planning Council Trainings**
  - i. November Training – Dulce Dones-Mendez will give a training on the PrEP kits.
  - ii. Other suggestions: Trainings involving the data that is being requested may be very informative.
- **Review Planning Council Agenda**  
The planning council agenda was reviewed and it was determined that it was fine.
- **Parking Lot Items**  
There are no parking lot items.
- **Upcoming Planning Council Meetings**
  - SPA –Thursday, November 5<sup>th</sup>, 9:00am – 12:00pm
  - QI –Thursday, November 5<sup>th</sup> 12:00pm – 2:00pm
  - MF – Friday, November 13<sup>th</sup>, 10:30am – 11:30am
  - Executive Committee – Friday, November 13<sup>th</sup>, 9:30am – 10:30am
  - Planning Council - Friday, November 13<sup>th</sup>, 12:00pm – 2:00pm
- **Announcements**  
There were none
- **Adjournment** – 10:22 am

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**Attendance Record - 2015**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Ric Browne (Quality Improvement Co-Chair)	X	X	A	A	X	X	A	A	X	
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	A	X	X	A	X	
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	A	X	
4	Raphael Muniz (Membership/Finance Co-Chair)	X	X	A	X	X	X	X	X	X	
5	Alex Ortiz (Membership/Finance Co-Chair)	X	X	A	A	A	X	X	X	X	
6	Christine Romanik (Quality Improvement Co-Chair)	-	-	-	-	A	A	X	X	X	
7	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	A	X	
	% of Committee present:	88%	63%	38%	71%	50%	88%	86%	57%	100%	

Planning Council Guests: Jackie Robertson, Patricia Ducatel  
 Guests: Tyrone Robinson, Pat Kelly