

# 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, November 13, 2015  
**Start Time:** 9:37 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 October 9, 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

#### (4.0) Approval of October 9 , 2015 Minutes

Joanne Montgomery made a motion to approve the October 9, 2015 minutes and Christine Romanik seconded it.

**For: (3)** Romanik, Jenkins, Montgomery

**Against: (0)**

**Abstain: (2)** Stewart, Robertson

#### (5.0) Planning Council Committee Reports

##### A. STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave this report:

Here is a summary of our meeting that was held on November 6, 2015

1. We reviewed the minutes from the October 1, 2015 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 letter that was sent to the Department of Public Health regarding the issues with CIPA and the response that we received. It was decided that Staff will send a letter to the Commissioner of the Department of Social Services regarding these issues with a CC to the Department of Public Health. This will be done by Friday, November 13<sup>th</sup>.
4. We reviewed the Framework for the PSRA process and the discussion focused primarily on the data that was collected from the CAREWare system. This data identified the number of clients broken out by region who were not virally suppressed. At this time the Grantee's office will meet with the Department of Public Health to compare this data with the data they have. The most recent data will be compared between the 2 offices. Staff will develop a tool will then be created that the



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medical case managers will use to help capture the needs of these clients and what it will take to move towards viral suppression.

5. 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 captured all clients who accessed any Part A service broken out by region. This data along with the other previously presented data sets were compared and it was decided that directive 1.1 will remain the same for FY2016. The committee voted to approve the Directives for FY2016.

**VOTE:** Since this vote comes from committee a second is not needed. I make the motion to approve the Directives for FY2016 as presented by the SPA Committee.

6. We reviewed the approved Service Category Definitions for Substance Abuse Inpatient and Outpatient and agreed that they were accurate and should be used by the QI Committee for the Service Standards for these 2 Service Categories.
7. We also discussed defining a new study and it was decided that the data collected by the medical case managers from their clients who are not virally suppressed would be used.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, January 7, 2016 from 10:00am – 12:00pm at the Burrough's Community Center.

## **B. QUALITY IMPROVEMENT**

Christine Romanik gave this report:

Here is a summary of our meeting that was held on November 5, 2015:

1. We reviewed minutes from October 1, 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 are also in need of a new co-chair for this committee and Ken Teel offered to fill this position. This will be discussed during the Executive Committee meeting.
4. We reviewed the Substance Abuse Service Standard Inpatient and Outpatient. Jeff presented the service standards for both that were updated based on Joanne, Thomas and Jeff's collaborative efforts. Both service standards were approved by this committee and now need final approval from the Planning Council.

**VOTE:** Since this motion comes from committee it does not require a second. I now make the motion to approve the updated service standards for Substance Abuse Inpatient and Substance Outpatient as presented to the QI Committee.

5. It was decided that in February we will begin to review the Mental Health Service Standard
6. The next meeting will be held on Thursday, January 7, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

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

Tom Butcher gave this report:

- He shared that we may want to start highlighting the good work that happens at the Planning Council throughout the year.
  - The grant is completed for 6.5 million dollars on October 30, 2015. Now they're just waiting to hear back.
  - When the directives are approved, they will be included in the RFPs that will go out in January.
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- Focus on the HIV Continuum will be reviewed for all RFPs.
- The new contract year will begin on March 1, 2016 and is good for 3 years.
- The CT DPH Part B are working on being very aligned with the Ryan White Part A office on prevention and education. There is great progress being made in this relationship.
- November 18<sup>th</sup> from 2:00 – 4:00 will be the meeting to discuss the Integrated Comprehensive Plan.
- Today in the M/F meeting we will be discussing the estimated unobligated balance.
- They are still working on the contracts for all regions and his feeling is that it is going to work out.

## (6.0) New/Old Business

- **Planning Council Training**

Dulce Dones-Mendez will be discussing PrEP Actions Kits

- **Review Calendar of Meetings for 2016**

It was decided that in January, the meetings will be held on Thursday, January 7<sup>th</sup> and Friday, January 8<sup>th</sup>. Also, in November the meetings will be held on 11/3 and 11/4. The calendar will be updated appropriately and staff will send out to all PC members and the City Clerk.

- **Future Planning Council Trainings**

- i. January: Training will be on Naloxone and Joanne has kits from the DPH and can go through the training on this.
- ii. February: Part A Fund Flow

A motion was made by Roberta to extend the meeting 10 minutes and seconded by Jackie Robertson:

**For: (5)** Romanik, Jenkins, Montgomery, Stewart, Robertson

**Against: (0)**

**Abstain: (0)**

- **Review Planning Council Agenda**

The planning council agenda was reviewed and it was determined that it was fine.

Roberta presented the idea of Ken Teel would be a good candidate for the new QI Co-Chair. It was discussed and decided that this would be a good fit. Ken Teel is the new Co-Chair for the QI Committee.

The CIPA Letter that staff prepared and the response that was received was discussed. The committee reviewed the updated letter that staff created to be sent to the commissioner of DSS, Commissioner Bremby.

A motion was made to go into executive session was made by Roberta and seconded by Jackie

**For: (6)** Romanik, Jenkins, Montgomery, Stewart, Robertson, Sanchez

**Against: (0)**

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**Abstain: (0)**

A motion was made to come out of executive session was made by Roberta and seconded by Jackie

**For: (6)** Romanik, Jenkins, Montgomery, Stewart, Robertson, Sanchez

**Against: (0)**

- **Abstain: (0)**

The CIPA letter was updated and approved and staff will send this letter out.

- **Parking Lot Items**

There are no parking lot items.

- **Upcoming Planning Council Meetings**

- SPA –Thursday, January 7<sup>th</sup>, 9:00am – 12:00pm
- QI –Thursday, January 7<sup>th</sup>, 12:00pm – 2:00pm
- MF – Friday, January 8<sup>th</sup>, 10:30am – 11:30am
- Executive Committee – Friday, January 8<sup>th</sup>, 9:30am – 10:30am
- Planning Council - Friday, January 8<sup>th</sup>, 12:00pm – 2:00pm

- **Announcements**

There were none

- **Adjournment** – 10:46 am

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**Attendance Record - 2015**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	A	X	X	A	X	X
2	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	A	X	X
3	Raphael Muniz (Membership/Finance Co-Chair)	X	X	A	X	X	X	X	X	X	A
4	Alex Ortiz (Membership/Finance Co-Chair)	X	X	A	A	A	X	X	X	X	A
5	Christine Romanik (Quality Improvement Co-Chair)	-	-	-	-	A	A	X	X	X	X
6	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X	X	X	X
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Committee present:	88%	63%	38%	71%	50%	88%	86%	57%	100%	67%

Planning Council Guests: Jackie Robertson