

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, February 12, 2016
Start Time: 9:48 am
End Time: 10:22 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 8, 2016

(1.0) Moment of Silence

Roberta called the meeting to order at 9:48 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 January 8, 2016 Minutes

We were unable to approve the minutes due to lack of quorum

(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 February 4, 2016

1. We reviewed the minutes from the January 7, 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 reviewed the scope of work for 2016 on the PCAT. We looked at updates that were made last month and the committee agreed that these are accurate.
 4. We discussed the status of the CIPA letters that have been sent. Another letter was sent to Commissioner Bremby of DSS with a copy also sent to Dr. Raul Pino, Acting Director of the DPH. This letter explained that we still have not heard back from Commissioner Bremby and it included the original letter outlining the specific issues that our clients have been having. We are still waiting to hear from him and hope to schedule a meeting.
 5. We discussed the status of the Non Virally Suppressed Survey that was e-mailed out to all region leads with specific instructions for all providers. The committee also added a status chart to capture how many clients were identified as non-virally suppressed, how many surveys were completed and reasons why surveys were not able to be completed. These reasons included, relocated, inpatient, deceased, unable to contact and incarcerated. Staff will reach out to any regions who have not responded yet to this survey request.
 6. We discussed data for the PSRA process. It was requested that a representative from CIRA become involved with this process in order to better help us identify important data and the best way to collect this from clients. Consumer input was a focus during this and how to better reach out to
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them. Focus groups throughout the EMA were discussed and this will continue to be talked about. We also talked about funding sources and how to better link these sources to specific service categories. Roberta reached out to Jim Petinelli at CIRA who will be attending our meetings today and he will be meeting with some of the executive committee members to discuss how we move forward with collecting the data that we would like to see for our PSRA process.

7. The MCM Health Insurance Survey will be going out on March 1st and due back by May 1st.

B. QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on February 4, 2016:

1. We reviewed minutes from January 7, 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. We also looked at the scope of work for 2016 using the PCAT and reviewed the updates that were made last month. The committee decided this was accurate and ready to move forward into the new grant year.
4. Staff presented the EMAs Continuum of Care from last year. At the end of the grant year, Aril will run this report and these results will be presented in April. We also discussed how often and in what date ranges to run this report and this was updated on the PCAT to reflect this outcome accordingly.
5. We reviewed the Mental Health Service Standard. Committee attendees worked together to make necessary updates and ultimately, Staff will take this service standard and work with Joanne Montgomery and Kelli McDermott and together will finalize all updates before it's presented back to the committee.
6. Data integrity within CAREWare was talked about and the different layers of processes in place to ensure the accuracy of the data were explained.

(6.0) Grantee's Report

Tom Butcher gave this report:

- The Grantee received a partial award of the formula and the MAI which totals approximately 3.1 million dollars which would be good for 6 months.
- Tom has talked with Jeff and staff currently has a budget and they are working on the scope of work based on this funding.
- The award letter mentioned that we should be receiving approximate level funding based on last year's award.
- The contract process will move ahead. At this point Tom has RFPs out for all services. They received all 5 responses, one from each region. On February 23rd these responses will all be reviewed. For any region where the reviewers felt deficiencies, they may ask for more information. This process will cause no interruption in services to the clients within the EMA. The review committee is made up of a good mix of people that has been delegated by the Grantee. Each region will receive a review sheet based on the review committee's comments. Each RFP is for one year with a two year option to renew.
- The Jurisdictional Plan (the comprehensive plan) will include Prevention and Care and the committee is really working well together. All representatives from across the State of CT have contributed greatly to this process.

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(6.0) New/Old Business

- **Planning Council Training**
Staff will present on the 'Part A Fund Flow' this month.
- **Future Planning Council Trainings**
 - i. March: Service Standards
 - ii. April: Leif Mitchell will conduct a presentation on Genvoya
- **Review Scope of Work for 2016**
The finalized PCAT was presented for all committees.
- **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, March 3rd, 9:30am – 12:00pm
 - QI –Thursday, March 3rd, 12:00pm – 2:00pm
 - MF – Friday, March 3rd, 10:30am – 11:30am
 - Executive Committee – Friday, March 11th, 9:30am – 10:30am
 - Planning Council - Friday, March 11th, 12:00pm – 2:00pm
- **Announcements**
There were none
- **Adjournment** – 10:22 am

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Attendance Record - 2016

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

Guests: Patricia Ducatel, Tyrone Robinson