

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, June 10, 2016
Start Time: 9:37 am
End Time: 10:40 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 13, 2016

(1.0) Moment of Silence

Roberta called the meeting to order at 9:38 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
- The Special Planning Council will be on PSRA on July 22nd from 9:00am – 3:00pm at the Burrough's Community Center.
- The M/F Committee is in need of a co-chair and we will discuss this later today.
- Staff shared that we are desperately out of compliance with our reflectiveness and we will discuss this later in the meeting.

(4.0) Approval of May 13, 2016 Minutes

A motion to approve the May 13, 2016 was made by Joanne Montgomery and seconded by Christine Romanik

For: (3) Cole, Montgomery, Robertson

Against: (0)

Abstain: (2) Stewart, Romanik

(5.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave this report:

Here is a summary of what took place at our meeting on June 9, 2016

1. We reviewed the minutes from the May 5, 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 also discussed all of the components of the PSRA process and prepared what is necessary for our Special Planning Council PSRA meeting which will be held on Friday, July 22nd from 9:00am – 3:00pm here at the Burrough's Community Center. We reviewed the agenda and the datasets that we'll be looking at.
 4. The next Strategic Planning and Assessment committee meeting will take place on Thursday, August 4, 2016 from 9:30am – 12:00pm at the Burrough's Community Center.
-

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

B. QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on June 9, 2016:

1. We reviewed minutes from May 5, 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 reviewed the Quality Improvement Committee plan and updates were made based on committee suggestions. There are still some open items that need to be determined and we'll present this again in August.
4. Staff presented the newly updated Health Insurance Premium Cost Sharing Assistance Service Standard. Thomas worked with Chris and Roberta on making the necessary updates to this service standard and it was approved by the committee.

VOTE

5. We reviewed the EMA'S HIV Care Continuum which staff presented and compared this to DPH Continuum of Care.
6. We discussed providing Strategic Planning and Assessment data to inform the Priority Setting and Resource Allocation process and decided to use the Viral Suppression survey for this.
7. Our next meeting will take place on Thursday, August 4, 2016.

Grantee's Report

Tom Butcher gave this report:

- The final grant award came in and there was a decrease of \$36,000 due to a decline in HIV+ cases. Award letters have gone out electronically with a deadline of June 17th.
- The Funders Group is currently working on the Statewide Comprehensive Plan and they are now coming up with goals, objectives and strategies for the plan regarding care and prevention. They are looking at the workforce and have found predominantly female, older, heterosexual, HIV-, English speaking only. They will work towards making this group more reflective in the future. The plan is due in its draft form in August because it's due in September.
- All program, fiscal and quality site visits are completed and they are compiling the results and reports will be ready in the near future.
- In July or August PC and Staff will work together to gather information to send to HRSA.

(6.0) New/Old Business

Planning Council Training

Roberta Stewart will be presenting on the Priority Setting and Resource Allocation Process.

Future Planning Council Trainings

1. August: Planning Council Participation Training – Joanne will lead this training

Review Planning Council Agenda

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

M/F Co-Chair Position

The committee discussed this and decided to look at this again in August.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

- Parking Lot Items**

ITEM	STATUS
------	--------

There are none

- Upcoming Planning Council Meetings**

- SPA –Thursday, August 4th, 9:30am – 12:00pm
- QI –Thursday, August 4th, 12:00pm – 2:00pm
- MF – Friday, August 12th, 10:30am – 11:30am
- Executive Committee – Friday, August 12th, 9:30am – 10:30am
- Planning Council - Friday, August 12th, 12:00pm – 2:00pm

- Announcements**

- Adjournment** – 10:24 am

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	X	X	X	A				
2	Chris Cole PC Co-Chair	-	A	X	X	X	X				
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	A	X	X				
4	Jackie Robertson (Membership/Finance Co-Chair)	-	-	-	-	X	X				
5	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X	A	X				
6	Roberta Stewart PC Co-Chair	X	X	X	X	X	X				
7	Ken Teel (Quality Improvement Co-Chair)	A	X	A	X	A	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Committee present:	57%	50%	75%	63%	75%	71%				