

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, August 12, 2016
Start Time: 9:37 am
End Time: 10:40 am
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 10, 2016

(1.0) Moment of Silence

Chris 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

Chris welcomed everyone.

(3.0) Co-Chair Announcements

- Jackie is resigning as M/F Co-chair because of a job opportunity.
- Joanne will preside over the Membership committee until a new chair is appointed

(4.0) Approval of June 10, 2016 Minutes

A motion to approve the June 10, 2016 was made by Joanne Montgomery and seconded by Heidi Jenkins

For: (3) Montgomery, Jenkins, Romanik

Against: (0)

Abstain: (1) Cole

(5.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

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

1. We reviewed the minutes from the June 9, 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. Jeff presented the data requested from the CT Department of Public Health regarding the newly diagnosed HIV cases and also our EMA's HIV Care Continuum.
 4. We also discussed the Special Planning Council PSRA meeting and feedback from that. Overall, everyone was pleased with the meeting. We discussed several differences items to follow up on:
 5. Our EMA's FPL and is this aligned with the CTDPH, is this across the board for all services or can we pick and choose what services it relates to?
 6. Mental Health and Substance Abuse services were discussed as being funded by Medicaid and should we continue to allocate funds as much as we do for these 2 services?
 7. AOMC also has several other funding sources and we may want to consider reducing the % of funding moving forward. If this should occur, we may want to apply for a core vs. support waiver.
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8. Overall, we discussed the possible need for a long term plan and short term plan to deal with all of these areas.
9. The next Strategic Planning and Assessment committee meeting will take place on Thursday, September 1, 2016 from 9:30am – 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 August 4, 2016:

1. We reviewed minutes from June 9, 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. Staff presented the newly updated Food Bank/Home Delivered Meals and Medical Transportation Service Standards. Thomas worked with Chris and Roberta on making the necessary updates to these service standards and they were approved by the committee.

VOTE

4. We reviewed the EMA'S HIV Care Continuum which staff presented and we discussed how to improve upon this graphic. We will be adding the Part A information next to the DPH information in order to compare the two.
5. We will look at the QI portion of the grant guidance when it becomes available.
6. The next meeting will be held on Thursday, September 1, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

(6.0) Grantee's Report

Tom Butcher gave this report:

- a. July and August the grantees office has been solidifying the conditions of award and they are almost complete.
- b. They are still waiting for the RW FOA (grant application)
- c. Grantee has received the preliminary drafts for the QM reports by Region. Tom will review and have them sent out to the regional leads and then to sub-grantees and finalized. Those should be coming out in September and then in October present to the PC.
- d. Contracts are almost completely executed from the final NGA. Grantee had to amend the contracts and all are either executed or signed and waiting to execute them.
- e. The AGM in DC in 2 weeks

(7.0) New/Old Business

- **Planning Council Training**

Planning Council Member Training given by Joanne Montgomery

- **Future Planning Council Trainings**

September –

- Eric from Jansen Pharmaceutical; they have created a phone app for med adherence.
 - Tom suggests that we reach out. (ASK TOM FOR THE CONTACT INFORMATION)
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- If the Jansen does not work Heidi and Christine will present either a training on directives or PC section of the FOA. (Staff will develop the PowerPoint and Heidi and Christine will present)

October – Leif Mitchel to Present on Odefsey

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

| ITEM | STATUS |
|------|--------|
|------|--------|

There are none

- **Upcoming Planning Council Meetings**

- SPA –Thursday, September 1st, 9:30am – 12:00pm
- QI –Thursday September 1st, 12:00pm – 2:00pm
- Executive Committee - Friday, September 9th, 9:30am – 10:30am
- M/F – Friday, September 9th, 10:30am – 11:30am
- Planning Council – Friday, September 9th, 12:00pm – 2:00pm

- **Announcements**

Happy Birthday Christine

- **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 | X | | | |
| 2 | Chris Cole PC Co-Chair | - | A | X | X | X | X | X | | | |
| 3 | Joanne Montgomery (Strategic Planning & Assessment Co-Chair) | X | X | X | A | X | X | X | | | |
| 4 | Christine Romanik (Quality Improvement Co-Chair) | X | A | X | X | A | X | X | | | |
| 5 | Roberta Stewart PC Co-Chair | X | X | X | X | X | X | A | | | |
| | Ryan White Office | X | X | X | X | X | X | X | | | |
| | Planning Council Staff | X | X | X | X | X | X | X | | | |
| | % of Committee present: | 57% | 50% | 75% | 63% | 75% | 71% | 80% | | | |

Guest: Casandra Coakley