

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

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## Executive Committee Meeting Minutes

**Meeting Date:** Friday, April 7, 2017  
**Start Time:** 9:36 am  
**End Time:** 10:15 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 January 13, 2017

#### (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

- We are still in need of a co-chair for the Quality Improvement Committee

#### (4.0) Approval of January 13, 2017 Minutes

A motion to approve the January 13, 2017 was made by Joanne Montgomery and seconded Lauren Gau

**For: (3)** Jenkins, Gau, Sanchez

**Against: (0)**

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

#### (5.0) Planning Council Committee Reports

##### STRATEGIC PLANNING AND ASSESSMENT

Lauren Gau gave this report:

Here is a summary of our meeting that was held on April 6, 2017

1. We were unable to vote on minutes due to lack of quorum
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. Staff presented the results from the MCM Health Insurance Survey for the 3 regions that have submitted them. They are Waterbury, Danbury and Stamford/Norwalk.
4. Staff also presented the 2015 unduplicated client count by service category and region and this will be done again for 2016.
5. The MCM N/A is going very well. We have about 250 completed surveys at this time. Our goal is 400 by the end of April.
6. We discussed the datasets that will be used for the PSRA process and a data request was made to the Recipient to determine client in special populations who have not reached viral suppression. We will conduct a survey of those clients.
7. The next Strategic Planning and Assessment committee meeting will take place on Thursday, May 4, 2017 from 9:30am – 12:00pm at the Burrough's Community Center.

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## QUALITY IMPROVEMENT COMMITTEE

Roberta Stewart gave this report:

Here is a summary of our meeting that was held on April 6, 2017:

1. We were unable to approve minutes due to lack of quorum
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 current Quality Improvement plan and we will continue to look at this each month.
4. Staff presented the updated Ambulatory Outpatient Health Services service standard. The committee reviewed the updates made and discussion took place regarding performance measures surrounding different screening panels. Due to lack of quorum to vote on these updates, a vote was taken at this Executive Committee Region:

**VOTE:** Joanne Montgomery made a motion to accept the updated OAHS service standard and Lauren Gau

**For: (4)** Jenkins, Gau, Sanchez, Montgomery

**Against: (0)**

**Abstain: (1)** Stewart

5. The next meeting will be held on Thursday, May 4, 2017 at the Burrough's Community Center from 12:00pm – 2:00pm.

## (6.0) Recipient's Report

Tom Butcher gave this report:

- A partial award was received and a more detailed report will be given.
- HRSA site visit will take place in August. Tom is going to try to move this visit to October.
- The grant application will most likely be due in October.

## (7.0) New/Old Business

- **Planning Council Training**  
Leif Mitchell will be presenting on HIV in the Transgender Community.
- **Future Planning Council Trainings**  
May – MCM Health Insurance Client Survey  
June – New Planning Council Member Training  
Future Trainings – Heidi Jenkins from DPH to discuss the role of DIS and new initiatives. Possibly September would be a good month for this.
- **Review Planning Council Agenda**  
The planning council agenda was reviewed and it was determined that it was fine.

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- Parking Lot Items**

ITEM	STATUS
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There are none

- Upcoming Planning Council Meetings**

- SPA –Thursday, May 4<sup>th</sup>, 9:30am – 12:00pm
- QI –Thursday, May 4<sup>th</sup>, 12:00pm – 2:00pm
- Executive Committee - Friday, May 11<sup>th</sup>, 9:30am – 10:30am
- M/F – Friday, May 11<sup>th</sup>, 10:30am – 11:30am
- Planning Council – Friday, May 11<sup>th</sup>, 12:00pm – 2:00pm

- Announcements**

- Adjournment** – 10:10 am

### Attendance Record - 2017

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Heidi Jenkins (Membership Finance Co-Chair)	X	WE	WE	X						
2	Chris Cole PC Co-Chair	A	WE	WE	A						
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	WE	WE	X						
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	WE	X						
5	Christine Romanik (Quality Improvement Co-Chair)	X	WE	WE	A						
6	Mark Sanchez (Membership Finance Co-Chair)	X	WE	WE	X						
7	Roberta Stewart PC Co-Chair	X	WE	WE	X						
	Ryan White Office	X	WE	WE	X						
	Planning Council Staff	X	WE	WE	X						
	<b>% of Committee present:</b>	71%	WE	WE	71%						

Guests: Clara Langly, Marvin Brown