

# 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, May 12, 2017  
**Start Time:** 9:34 am  
**End Time:** 10:15 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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### Summary of Committee Business Votes

- Approval of Minutes from the April 7, 2017

#### (1.0) Moment of Silence

Chris called the meeting to order at 9:34 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

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

#### (4.0) Approval of April 7, 2017 Minutes

A motion to approve the April 7, 2017 was made by Joanne Montgomery and seconded Christine Romanik.

**For: (2)** Gau, Montgomery

**Against: (0)**

**Abstain: (2)** Cole, Romanik

#### (5.0) Planning Council Committee Reports

##### STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave this report:

Here is a summary of our meeting that was held on May 4, 2017

1. We voted on and approved minutes from March 2<sup>nd</sup> and April 6<sup>th</sup>
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 and this will be e-mailed to all PC members so individual regions can look at this data to determine what areas they may to address with clients.
4. Staff also presented the results from the N/A that MCMs conducted with their clients. Attendees discussed these results and this survey will continue to be updated in the future but results were good. Staff will work on a list for MCMs for client needs that came up in the comments from clients.
5. Staff presented the data request from Arvil for unduplicated client count by service category by region. Attendees reviewed the numbers and concerns were heard regarding some of the numbers. Region 3 is going to look at their Substance Abuse Inpatient numbers, this may be being entered incorrectly.

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6. We began discussing updates to the service category definitions and will look at this again next month. We will include an eligibility component to each service category that will include the 4 main areas of eligibility.
7. We discussed the datasets that will be used for the PSRA process and will review the QI pathways next month.
8. The next Strategic Planning and Assessment committee meeting will take place on Thursday, June 1, 2017 from 9:30am – 12:00pm at the Burrough's Community Center.

## QUALITY IMPROVEMENT COMMITTEE

Roberta Stewart gave this report:

Here is a summary of our meeting that was held on May 4, 2017:

1. We voted on and approved the minutes from March 2<sup>nd</sup> and April 6<sup>th</sup> meetings.
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 Early Intervention Services Service Standard and it was decided that Lauren and Joanne will go over the updates necessary and then staff will work with them once they've made these updates.
4. The next meeting will be held on Thursday, June 1, 2017 at the Burrough's Community Center from 12:00pm – 2:00pm.
  - Chris and Roberta discussed the co-chair position for the QI committee and possible eligible members for this position.

## (6.0) Recipient's Report

Tom Butcher gave this report:

- Almost every lead contract is out for signatures
- They will have all of their reports due back to the federal government by end of May
- Site visits scheduled for program, quality and fiscal.
- Funders Group – has been meeting and collaborated the Integrated Plan for the State. HRSA was doing a Part B site visit with the state and they have requested a needs assessment. They would like to add an item to the SPA Committee agenda to look at the Integrated Plan and use this to create our own. A discussion took place regarding these meetings and how to better improve upon the dynamics and efficiency.

## (7.0) New/Old Business

- **Planning Council Training**  
Staff will be presenting on the results of the MCM Client Health Insurance Survey.
- **Future Planning Council Trainings**  
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.

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- **Review Planning Council Agenda**

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

- **Parking Lot Items**

ITEM	STATUS
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There are none

- **Upcoming Planning Council Meetings**

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

- **Announcements**

- **Adjournment** – 10:15 am

### Attendance Record - 2017

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

Planning Council Guests: Clara Langley, Ryan Grant

Guests: Marvin Brown