

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, June 9, 2017
Start Time: 9:38 am
End Time: 10:15 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 12, 2017

(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

- We are still in need of a co-chair for the Quality Improvement Committee. Roberta suggested that at this time Albana Lame has showed interest in this and she will reach out to her and confirm that would like to be considered.

(4.0) Approval of May 12, 2017 Minutes

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

(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 June 1, 2017

1. We voted on and approved minutes from May 4, 2017
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 Service Category Definitions for review. The eligibility requirements were discussed and a data request was made to determine what the FPL should be for MCM clients.
5. Staff presented data for the EMA which included an unduplicated client count by region and actual expenditures for GY2016 for each service category. After looking at this data the following methodology was presented: **Show presentation, VOTE**

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6. There are no meetings in July. August 3, 2017, we will have our special Planning Council PSRA meeting from 9:30am – 2:00.

QUALITY IMPROVEMENT COMMITTEE

Chris Cole gave this report:

Here is a summary of our meeting that was held on June 1, 2017:

1. We voted on and approved the minutes from the May 4, 2017 meeting.
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 updates were made. Lauren, Joanne and Sara will continue to work on this and it will be presented in September.
4. There are no July meetings. On Thursday, August 3rd, there will be the special Planning Council PSRA meeting from 9:30am – 2:00pm

(6.0) Recipient's Report

- The Ryan White Office was not in attendance.

(7.0) New/Old Business

- **Planning Council Training**

There will be a presentation on Planning Council New Member Training

- **Future Planning Council Trainings**

September - Heidi Jenkins from DPH to discuss the role of DIS and new initiatives. Possibly September would be a good month for this.

Future Trainings – Bradford Briggs suggested having Steve McCabe from Janssen or Mark Crouse from Viiv.

- **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**

- a. There are no meetings in July
- b. August 3, 2017 – special PSRA meeting from 9:30am – 2:00pm
- c. Executive Committee - Friday, August 11th, 9:30am – 10:30am
- d. M/F – Friday, August 11th, 10:30am – 11:30am
- e. Planning Council – Friday, August 11th, 12:00pm – 2:00pm

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- **Announcements**
- **Adjournment – 10:10 am**

Attendance Record - 2017

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X	X				
2	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	WE	WE	X	X	X				
3	Heidi Jenkins (Membership Finance Co-Chair)	X	WE	WE	X	A	X				
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	WE	X	X	A				
5	Christine Romanik (Quality Improvement Co-Chair)	X	WE	WE	A	X	A				
6	Mark Sanchez (Membership Finance Co-Chair)	X	WE	WE	X	A	A				
7	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X				
	Ryan White Office	X	WE	WE	X	X					
	Planning Council Staff	X	WE	WE	X	X	X				
	% of Committee present:	71%	WE	WE	71%	71%	57%				

Planning Council Guests: Clara Langley, Marvin Brown