



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

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### Executive Committee Meeting Minutes

**Meeting Date:** Friday, March 9, 2018  
**Start Time:** 9:52 am  
**End Time:** 10:50 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 February 9, 2018 meetings

#### (1.0) Moment of Silence

Chris called the meeting to order at 9:52 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

There were none

#### (4.0) Approval of January 12, 2018 and February 9, 2018 Meeting Minutes

A motion to approve the January 12, 2018 minutes was made by and seconded by

**For: (5)** Stewart, Montgomery, Gau, Romanik, Lame

**Against: (0)**

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

A motion to approve the February 9, 2018 minutes was made by and seconded by

**For: (4)** Stewart, Montgomery, Gau, Lame

**Against: (0)**

**Abstain: (3)** Cole, Jenkins, Romanik

#### (5.0) Planning Council Committee Reports

##### STRATEGIC PLANNING AND ASSESSMENT

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on February 1, 2018

1. We voted on and approved minutes from November 2, 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. We reviewed the data from Arvil regarding non-virally suppressed clients within our region. We decided that each region will work off of these lists and medical case managers will reach out to clients and conduct the non-virally suppressed survey.
4. We discussed the upcoming MCM Client Health Insurance Survey and reviewed the information that we will collect throughout the regions. There will be a training on this during the March SPA meeting



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on March 1<sup>st</sup> and it will also include a forum for all case managers to discuss barriers to care they find with their clients. Staff will send an e-mail to all regions about this training.

5. We began looking at the By Laws and also Policies and Procedures. Staff will e-mail the By Laws out to Roberta, Chris and Tom Butcher and they we review these for any updates. We will continue to discuss Policies and Procedures and what should fall under that heading.
6. We also reviewed the PCAT for next year and we will continue to work on this as deadlines will need to change to meet new HRSA deadlines
7. Our next meeting will be held on Thursday, March 1<sup>st</sup> from 9:30am – 12:00pm at the Burrough's Community Center

### **QUALITY IMPROVEMENT COMMITTEE**

Albana Lame gave the following report:

Here is a summary of our meeting that was held on February 1, 2018:

1. We voted on and approved the minutes from the November 2, 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 shared a presentation from the recipient that showed the outcomes from the site visits last summer.
4. The recipient also shared that the QM model is changing based on HRSA guidelines and a full discussion took place on what that may look like. At this time, they will receive technical assistance to work through this new process. This committee will work with recipient as the roles and responsibilities become more apparent.
5. Our next meeting will be held on Thursday, March 1<sup>st</sup> from 12:00pm – 2:00pm at the Burrough's Community Center.

### **(6.0) Ryan White Office Report**

Tom Butcher reported that they received their Federal Notice of Award and they will be receiving funding for 3 months at this time. They will have 45 days to have an executed contract. Clinical Quality Management Program was sited on their HRSA audit and is something that they will be working on.

### **(7.0) New/Old Business**

- **Planning Council Training**

There will be a presentation on The Ryan White Part A Funding Cycle given by Joanne Montgomery.

- **Future Planning Council Trainings**

March – An overview of the training that will be given during the March SPA meeting will be presentation.

- **Review Planning Council Agenda**

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

- **Review Scope of Work for Next Year**

There was a discussion surrounding meeting days, times, etc. We will be looking at this further to make sure we are scheduling meetings in the best way. There was also concern with the number of absent co-chairs and the level of commitment that is needed to be fair to the Planning Council.



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Joanne Montgomery made a motion to extend the meeting 10 minutes and Lauren Gau seconded it:

**For: (10)** Brown, Daniels, Evans, Lame, Stewart, Montgomery, Gau, Cisneros, Ardila, Cole

**Against: (0)**

**Abstain: (0)**

Joanne Montgomery made a motion to extend the meeting another 5 minutes and Lauren Gau seconded it:

**For: (10)** Brown, Daniels, Evans, Lame, Stewart, Montgomery, Gau, Cisneros, Ardila, Cole

**Against: (0)**

**Abstain: (0)**

- **Parking Lot Items**

ITEM	STATUS
There are none	new

- **Upcoming Planning Council Meetings**

- a. Strategic Planning and Assessment – Thursday, April 5<sup>th</sup>, 9:30am – 11:30am
- b. Quality Improvement – Thursday, April 5<sup>th</sup>, 12:00pm – 2:00pm
- c. Executive Committee - Friday, April 13<sup>th</sup>, 9:30am – 10:30am
- d. Membership/Finance – Friday, April 13<sup>th</sup>, 10:30am – 11:30am
- e. Planning Council – Friday, April 13<sup>th</sup>, 12:00pm – 2:00pm

- **Announcements**

There were none.

- **Adjournment** – 10:50 am



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**Attendance Record - 2018**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	<i>Chris Cole PC Co-Chair</i>	A	A	X							
2	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X							
3	Heidi Jenkins (Membership Finance Co-Chair)	A	A	X							
4	Albana Lame (Quality Improvement Co-Chair)	X	X	X							
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X							
6	Christine Romanik (Quality Improvement Co-Chair)	X	A	X							
7	Mark Sanchez (Membership Finance Co-Chair)	A	A	A							
8	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Committee present:	63%	50%	88%							

Planning Council Guests: Wallace Daniels, Max Cisneros