



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, March 9, 2018
Start Time: 12:00 pm
End Time: 1:28 pm
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from February 9, 2018 meeting minutes

(1.0) Moment of Silence

Chris Cole called the meeting to order at 12:00 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

Chris welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

There were none

(3.0) Community Input

An attendee asked about housing services from Ryan White.

(4.0) Approval of February 9, 2018 Meeting Minutes

A motion to approve the February 9, 2018 minutes was made by Joanne Montgomery and seconded by Inthiany Ardila.

For: (8) Gau, Montgomery, Ardila, Lame, Daniels, Teel, Cisneros, Stewart

Against: (0)

Abstain: (4) Cole, Jenkins, Romanik, Cokley

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave the following report:

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

1. We voted on and approved minutes from February 1, 2018
2. We presented a training on the following:
 - a. MCM Health Insurance Survey
 - b. CIPA
 - c. Discussion on barrier to care with MCMs
3. Our next meeting will be held on Thursday, April 5th from 9:30am – 12:00pm at the Burrough's Community Center



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QUALITY IMPROVEMENT COMMITTEE

Christine Romanik gave the following report:

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

1. We voted on and approved the minutes from the February 1, 2018 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. We had a discussion about the QM model changing based on the HRSA site visit and a full discussion took place on what that may look like moving forward. At this time, they are receiving technical assistance to work through this new process. This committee will work with the recipient as the roles and responsibilities become more apparent. Staff was asked to look at other EMAs Quality Improvement Committee tasks to assist in defining our new role in this process.
5. Our next meeting will be held on Thursday, April 5th from 12:00pm – 2:00pm at the Burrough's Community Center.

MEMBERSHIP/FINANCE

Heidi Jenkins gave this report:

Here is a summary of our meeting that was just held today on March 9, 2018:

1. We reviewed minutes from February 9, 2018 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. All activities are right on target.
3. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. Roberta reviewed the different areas that are captured on this and their current percentages.
4. When a person wants to become a member of Planning Council or renew their current position on Planning Council, there is an application that needs to be filled out. Planning Council staff (Jeff or Sara) has these forms available at every meeting in English and Spanish if you should know of someone who may be interested in joining the Planning Council. The applications are also available on the Planning Council's website www.ryanwhitecare.org. We currently have 1 new application where the applicant was invited into the application process.
5. We reviewed the PC Feedback from February and most feedback was favorable.
6. We also discussed how to maximize the number of consumers attending committee meetings.

(6.0) Recipients Office Report

Tom Butcher reported that they are working on the CQM findings from the HRSA site visit findings. They are creating a timeline for the tasks that must be completed and the individuals responsible for those tasks. HRSA is going to send Albana information from other CQM committees to see how they are structured. There was also a call with Sera Morgan and Tom reported back to her about the findings as they relate to the Planning Council. They are also working on contracts and get them to the lead agencies.



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(7.0) New/Old Business

- **Planning Council Training**

Joanne Montgomery presented an overview of the training that took place with the Medical Case Managers last week at the Strategic Planning and Assessment meeting. This included the following:

1. MCM Health Insurance Survey
2. CIPA – Connecticut Insurance Premium Assistance
3. MCM forum on barriers to care.

(8.0) Regional Updates

There were none

(9.0) Community Input

Chris discussed the possibility of restructuring the meeting schedule in order to maximize the number of consumers who are able to attend committee meetings. There was no community input regarding this topic.

(10.0) Announcements

- On April 18th there is an AIDS Awareness event in Hartford. Attendance is strongly encouraged.
- Lakeisha and Jeff both celebrated their birthdays this week.

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:01pm

Upcoming Planning Council Meetings –

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



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Attendance Record – 2018

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X	X	X							
2.	Steven Bonell	A	A	A							
3.	Marvin Brown	X	X	A							
4.	Max Cisneros	X	X	X							
5.	Cassandra Cokley	X	A	X							
6.	Chris Cole PC Co-Chair	A	A	X							
7.	Wallace Daniels	X	X	X							
8.	Sabrina Delgado	X	X	A							
9.	Thomas Evans	A	X	A							
10.	Heather Garofalo	X	X	A							
11.	Lauren Gau Co-Chair (SPA)	X	X	X							
12.	Ryan Grant	A	A	A							
13.	Heidi Jenkins Co-Chair (MF)	A	A	X							
14.	Albana Lame Co-Chair (QI)	X	X	X							
15.	Clara Langley	A	A	A							
16.	Gerald Lewis	X	A	A							
17.	Joanne Montgomery Co-Chair (SPA)	X	X	X							
18.	Raphael Muniz	X	X	A							
19.	Christine Romanik Co-Chair (QI)	X	A	X							
20.	Mark Sanchez Co-Chair (MF)	X	A	A							
21.	Roberta Stewart PC Co-Chair	X	X	X							
22.	Charlotte Teel	X	X	X							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	73%	60%	55%							

Guests: Kelly McDermott, Jennifer LoSchiavo, Charlene Lee, Clunie Jean-Baptiste, Rich Radocchiaj, Jamelia Beckford