



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

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

Summary of Committee Business Votes

- Approval of Minutes from January 12, 2018 meeting minutes

(1.0) Moment of Silence

Roberta Stewart 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

Roberta 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

Roberta explained for next months meeting, she would like to have community input regarding the days and times of our schedule PC meetings and how to make this schedule more effective with more voices around the table.

(4.0) Approval of January 12, 2018 Meeting Minutes

A motion to approve the January 12, 2018 minutes was made by Joanne Montgomery and seconded by Lauren Gau.

For: (11) Gau, Montgomery, Ardila, Lame, Daniels, Teel, Brown, Delgado, Cisneros, Muniz, Garofalo

Against: (0)

Abstain: (2) Stewart, Evans

(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.



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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 on March 1st 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

Our next meeting will be held on Thursday, March 1st 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 1st from 12:00pm – 2:00pm at the Burrough's Community Center.

MEMBERSHIP/FINANCE

Roberta Stewart gave this report:

Here is a summary of our meeting that was just held today on February 8, 2018:

1. We reviewed minutes from January 12, 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



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available on the Planning Council's website www.ryanwhitecare.org. We currently have 1 application where the applicant needs to meet their attendance requirement

5. We reviewed the PC Feedback from January and most feedback was favorable. We had the most participation than we have had in months.
6. The Recipient presented the Expenditures by Service Category report and they are a little below with an expenditure of 69% but expect to make this up in the 4th quarter.

(6.0) Recipients Office Report

Tom Butcher gave this report:

They have 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 which will be challenging but they'll get it done. Clinical Quality Management Program was cited on their HRSA audit and is something that they will be working on.

(7.0) New/Old Business

- **Planning Council Training**

Joanne Montgomery presented a training on the Ryan White Part A Funding Cycle. This included How the funds flow, what happens to these funds once the City of New Haven receives these funds and how it all is supposed to work.

(8.0) Regional Updates

There was none

(9.0) Community Input

Region 4: They are participating in PrEP week and will help to communicate more information about this to surrounding agencies from 2/11 – 2/17.

Region 5: They have received another behavioral health license and they will be able to support these services in their new agency, APEX.

(10.0) Announcements

- MFAP is having Gay Bingo on February 17th from 7pm – 10pm and is \$25/ticket

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:28pm

Upcoming Planning Council Meetings –

- a. Strategic Planning and Assessment – Thursday, March 1st, 9:30am – 11:30am
- b. Quality Improvement – Thursday, March 1st, 12:00pm – 2:00pm
- c. Executive Committee - Friday, March 9th, 9:30am – 10:30am
- d. Membership/Finance – Friday, March 9th, 10:30am – 11:30am
- e. Planning Council – Friday, March 9th, 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 | | | | | | | | |
| 2. | Steven Bonell | A | A | | | | | | | | |
| 3. | Marvin Brown | X | X | | | | | | | | |
| 4. | Max Cisneros | X | X | | | | | | | | |
| 5. | Cassandra Cokley | X | A | | | | | | | | |
| 6. | Chris Cole PC Co-Chair | A | A | | | | | | | | |
| 7. | Wallace Daniels | X | X | | | | | | | | |
| 8. | Sabrina Delgado | X | X | | | | | | | | |
| 9. | Thomas Evans | A | X | | | | | | | | |
| 10. | Heather Garofalo | X | X | | | | | | | | |
| 11. | Lauren Gau Co-Chair (SPA) | X | X | | | | | | | | |
| 12. | Ryan Grant | A | A | | | | | | | | |
| 13. | Heidi Jenkins Co-Chair (MF) | A | A | | | | | | | | |
| 14. | Albana Lame Co-Chair (QI) | X | X | | | | | | | | |
| 15. | Clara Langley | A | A | | | | | | | | |
| 16. | Gerald Lewis | X | A | | | | | | | | |
| 17. | Joanne Montgomery Co-Chair (SPA) | X | X | | | | | | | | |
| 18. | Raphael Muniz | X | X | | | | | | | | |
| 19. | Christine Romanik Co-Chair (QI) | X | A | | | | | | | | |
| 20. | Mark Sanchez Co-Chair (MF) | X | A | | | | | | | | |
| 21. | Roberta Stewart PC Co-Chair | X | X | | | | | | | | |
| 22. | Charlotte Teel | X | X | | | | | | | | |
| | Ryan White Office | X | X | | | | | | | | |
| | Planning Council Staff | X | X | | | | | | | | |
| | % of Council present: | 73% | 60% | | | | | | | | |

Guests: Kelly McDermott, Jim Pettinelli, Jennifer LoSchiavo, Charlene Lee, Clunie Jean-Baptiste, Rich Radocchia