



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, April 13, 2018
Start Time: 9:35 am
End Time: 10:30 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the March 9, 2018 meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 9:35 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 in need of 2 new co-chairs for the Membership/Finance Committee. The committee identified 4 Planning Council members that may be interested

(4.0) Approval of March 9, 2018 Meeting Minutes

A motion to approve the March 9, 2018 minutes was made by Joanne Montgomery and seconded by Chris Cole.

For: (4) Montgomery, Gau, Lame, Cole

Against: (0)

Abstain: (2) Romanik, Stewart

(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 April 5, 2018

1. We voted on and approved minutes from March 1, 2018
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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4. We reviewed the preliminary data from the MCM Client Health Insurance Survey and this will be presented in greater detail at next month's SPA meeting.
5. We also received an update from staff on the Non-Virally Suppressed Survey and again, we'll have a detailed presentation on the results of that data.
6. We looked at the feedback from the MCM Training that was held last month, and all feedback was favorable.



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7. We looked at the Policies and Procedures recommended by HRSA during their site visit. Staff will have a draft Policy and Procedure Manual which will include the By-Laws as well and this will be reviewed during the Executive Committee meeting on April 13th.
The Executive Committee reviewed the draft Policy & Procedure Manual. Staff will e-mail this out to all EC members, Jeff and Tom and all suggested updates will be made by May's Executive Committee meeting.
8. Our next meeting will be held on Thursday, May 3, 2018 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 April 5, 2018:

1. We voted on and approved the minutes from the March 1, 2018 meeting.
2. We had a discussion about the QM model changing based on HRSA guidelines and a full discussion took place on what that may look like. Staff presented the new CQM process from the Recipient and decided that the QIC along with updating service standards on an as needed basis, will also review all data received from data requests to ensure the accuracy of that data before it is presented. At the beginning of March, we will set in place data that we will request in order to have more structure to this process. We are continuing to discuss other tasks that this committee will be responsible for.
3. Our next meeting will be held on Thursday, May 3rd from 12:00pm – 2:00pm at the Burrough's Community Center.

(6.0) Ryan White Office Report

They are still waiting on the final notice of grant award and are preparing a partial at this time. They will be looking at extending the current contract. Part A is releasing an RFP for 'Getting to Zero Initiatives' and has asked the jurisdictions for their opinions what this should include. They are also engaged in a learning collaborative.

(7.0) New/Old Business

- **Planning Council Training**

There will be a presentation on Planning Council Member Training.

- **Future Planning Council Trainings**

May – MCM Health Insurance Survey

- **Review MOUs from Other Jurisdictions**

Staff will e-mail sample MOUs to all EC member to review for next month.

A motion was made to extend the meeting was made by Joanne and seconded by Lauren

For: (6) Montgomery, Gau, Lame, Cole, Romanik, Stewart

Against: (0)

Abstain: (0)

- **Review Meeting Schedule & Attendance**

It was decided that this will go to the M/F Committee to discuss this and figure out what would be the best schedule moving forward



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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
There are none	new

- **Upcoming Planning Council Meetings**

- Strategic Planning and Assessment – Thursday, May 3rd, 9:30am – 11:30am
- Quality Improvement – Thursday, May 3rd, 12:00pm – 2:00pm
- Executive Committee - Friday, May 11th, 9:30am – 10:30am
- Membership/Finance – Friday, May 11th, 10:30am – 11:30am
- Planning Council – Friday, May 11th, 12:00pm – 2:00pm

- **Announcements**

There were none.

Adjournment – 10:30 am

Attendance Record - 2018

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	<i>Chris Cole PC Co-Chair</i>	A	A	X	X						
2	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X						
4	Albana Lame (Quality Improvement Co-Chair)	X	X	X	X						
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X						
6	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X						
7	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Committee present:	63%	50%	88%	100%						

Planning Council Guests: none