



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, April 13, 2018
Start Time: 12:05 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 March 9, 2018 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:05 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

We are looking for 2 co-chairs for the M/F Committee and Roberta welcomed all interested members who meet qualifications for this role.

(3.0) Community Input

There was none

(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 Christine Romanik

For: (10) Gau, Montgomery, Ardila, Lame, Daniels, Cisneros, Cole, Romanik, Cokley, Teel

Against: (0)

Abstain: (7) Stewart, Garofalo, Evans, Langley, Sanchez, Delgado, Muniz

(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.
3. 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.
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.



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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.
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.
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.

MEMBERSHIP/FINANCE

Roberta Stewart gave this report:

Here is a summary of our meeting that was just held today on April 13, 2018:

1. We reviewed minutes from March 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 2 new applications where the applicant was invited into the application process and 1 new application where attendance requirements have been met

VOTE:

Roberta made a motion to approve the membership application of Richard Radocchia to the Planning Council.



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For: (16) Gau, Montgomery, Ardila, Lame, Daniels, Cisneros, Cole, Romanik, Cokley, Teel, Garofalo, Evans, Langley, Sanchez, Delgado, Muniz

Against: (0)

Abstain: (1) Stewart

5. We reviewed the PC Feedback from March and most feedback was favorable.

6. We also discussed how to maximize the number of consumers attending committee meetings.

(6.0) Recipients 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 extended 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**

Chris Cole presented the Planning Council Member Training. This included the following:

- Who was Ryan White?
- The Treatment Modernization Act of 2006
- About our EMA
- Planning Council & Key Players
- What does the Ryan White Office do?
- Terms that are used in meetings

(8.0) Regional Updates

Region 1: They have been focusing on data and sharing this data with the consumers in their region

Region 2: They are now the new recipient of HOPWA funding and there will be no service interruption during this transition.

Region 3: On April 23rd they will be meeting and working on data entry

Region 4: They are going to the Capital on 4/18 on AIDS Awareness Day; They will have having Pride in the Park at Matthews Park in Norwalk from 12-8 on June 9th. They will be providing testing there as well

Region 5: They are using their 2 new buildings now and have behavioral health in one building and case management in another building and are very busy. They also have a suboxone clinic as well.

(9.0) Community Input

An attendee shared how happy she is with the services in Waterbury after having moved there from New Haven. Another attendee shared how happy she is with the services in Danbury. Other attendees shared their appreciation of the services they are receiving throughout our EMA.



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(10.0) Announcements

- On April 18th there is an AIDS Awareness event in Hartford. Attendance is strongly encouraged.
- Workshops will be held throughout our EMA for PLWHA to help enhance the quality of care and place to share and learn from each other.

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:33 pm

Upcoming Planning Council Meetings –

- a. Strategic Planning and Assessment – Thursday, May 3rd, 9:30am – 11:30am
- b. Quality Improvement – Thursday, May 3rd, 12:00pm – 2:00pm
- c. Executive Committee - Friday, May 11th, 9:30am – 10:30am
- d. Membership/Finance – Friday, May 11th, 10:30am – 11:30am
- e. Planning Council – Friday, May 11th, 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	X						
2.	Steven Bonell	A	A	A	A						
3.	Marvin Brown	X	X	A	A						
4.	Max Cisneros	X	X	X	X						
5.	Cassandra Cokley	X	A	X	X						
6.	Chris Cole PC Co-Chair	A	A	X	X						
7.	Wallace Daniels	X	X	X	X						
8.	Sabrina Delgado	X	X	A	X						
9.	Thomas Evans	A	X	A	X						
10.	Heather Garofalo	X	X	A	X						
11.	Lauren Gau Co-Chair (SPA)	X	X	X	X						
12.	Ryan Grant	A	A	A	A						
13.	Heidi Jenkins Co-Chair (MF)	A	A	X	A						
14.	Albana Lame Co-Chair (QI)	X	X	X	X						
15.	Clara Langley	A	A	A	X						
16.	Gerald Lewis	X	A	A	A						
17.	Joanne Montgomery Co-Chair (SPA)	X	X	X	X						
18.	Raphael Muniz	X	X	A	X						
19.	Christine Romanik Co-Chair (QI)	X	A	X	X						
20.	Mark Sanchez Co-Chair (MF)	X	A	A	X						
21.	Roberta Stewart PC Co-Chair	X	X	X	X						
22.	Charlotte Teel	X	X	X	X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	73%	60%	55%	77%						

Guests: Jennifer LoSchiavo, Charlene Lee, Clunie Jean-Baptiste, Tequetta Valeriano, Christina Rizk, Dionne Kotey, Jean Brown