



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 11, 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 April 13, 2018 meeting minutes

(1.0) Moment of Silence

Chris 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 was their appreciation for all the services and support they receive through the Ryan White program

(4.0) Approval of April 13, 2018 Meeting Minutes

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

For: (15) Gau, Montgomery, Ardila, Lame, Cisneros, Stewart, Evans, Langley, Sanchez, Delgado, Muniz, Radocchia, Teel, Gau, Cole

Against: (0)

Abstain: (0)

(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 May 3, 2018

1. We voted on and approved minutes from April 5, 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 reviewed the data from the MCM Client Health Insurance Survey and this will be presented today during the Planning Council meeting.



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4. We also reviewed the data from the Non-Virally Suppressed Survey. The committee requested that regions will be asked to follow up with clients who were identified as unable to locate in hopes of connecting them to EIS and getting them back into care.
5. We looked at the datasets that will be used during our 2019 PSRA process and a data request was made to the Ryan White Office for unduplicated client count by service category by region. We are hoping to have this data back by the June SPA meeting.
6. Our next meeting will be held on Thursday, June 7, 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 May 3, 2018:

1. We voted on and approved the minutes from the April 5, 2018 meeting.
2. We had a discussion about the moving the Assessment of the Administrative Mechanism from the M/F Committee to our QI committee along with other ideas. After a lengthy discussion, it was decided that the Executive Committee will review all committee responsibilities and make changes where necessary.
3. Our next meeting will be held on Thursday, June 7th from 12:00pm – 2:00pm at the Burrough's Community Center.

Attendees joined in a discussion regarding services they are receiving and issues they have experienced. Providers, MCMs and consumers all participated in the discussion.

MEMBERSHIP/FINANCE

Chris Cole gave this report:

Here is a summary of our meeting that was just held today on May 11, 2018:

1. We reviewed minutes from April 13, 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. Chris reviewed the different areas that are captured on this and their current percentages.
4. We reviewed the attendance packet from April and we have lost 2 members to lack of attendance.
5. 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 not invited into the application process and 1 new application where attendance requirements have been met but the applicant was not approved as a member of the Planning Council.



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(6.0) Recipients Office Report

They have received their 2nd installment of 3 of their funding. All contracts are on track to be executed before they expire by 5/31. They will then be waiting for their 3rd installment and then will need to have contracts on that funding. They are working on their progress report for HRSA for FY2017.

(7.0) New/Old Business Planning Council Training

Joanne presented the results of the Medical Case Manager Client Health Insurance Survey. This included comparisons by region over the last 3 years as well as the entire EMA.

(8.0) Regional Updates

Region 1: They are working on the accuracy of the data in CAREWare. They are working with providers and their case managers in addressing this issue.

Region 2: There is no update

Region 3: They are looking at their data and they are going client by client and reviewing every detail to determine any inaccuracies. They will be meeting with case managers as well. They will begin holding listening sessions with identified populations in their region with health directors to determine better strategies in understanding their community better. This should be completed by December 31st.

Region 4: They too are working on data integrity in CAREWare. Also, that it's being entered in a timely manner.

Region 5: They are working on all measurements of each client to ensure that all data on their clients is complete and accurate. They have hired a data person part time to assist with this process. They have begun Monday PReP, Suboxone, Vivitrol clinics.

(9.0) Community Input

An attendee expressed his gratitude to all attendees for helping him. Another attendee shared her involvement in her community and her excitement in being able to give back.

(10.0) Announcements

There were several announcements made and all details will be sent to staff for further clarification.

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:44 pm

Upcoming Planning Council Meetings –

- a. Strategic Planning and Assessment – Thursday, June 7th, 9:30am – 11:30am
- b. Quality Improvement – Thursday, June 7th, 12:00pm – 2:00pm
- c. Executive Committee - Friday, June 15th, 9:30am – 11:30am
- d. Membership/Finance – no meeting in June
- e. Planning Council – Friday, June 15th, 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	X					
2.	Steven Bonell	A	A	A	A	A					
3.	Marvin Brown	X	X	A	A	A					
4.	Max Cisneros	X	X	X	X	X					
5.	Cassandra Cokley	X	A	X	X	A					
6.	Chris Cole PC Co-Chair	A	A	X	X	X					
7.	Wallace Daniels	X	X	X	X	A					
8.	Sabrina Delgado	X	X	A	X	X					
9.	Thomas Evans	A	X	A	X	X					
10.	Heather Garofalo	X	X	A	X	A					
11.	Lauren Gau Co-Chair (SPA)	X	X	X	X	X					
12.	Ryan Grant	A	A	A	A	A					
13.	Heidi Jenkins Co-Chair (MF)	A	A	X	A	A					
14.	Albana Lame Co-Chair (QI)	X	X	X	X	X					
15.	Clara Langley	A	A	A	X	X					
16.	Gerald Lewis	X	A	A	A	A					
17.	Joanne Montgomery Co-Chair (SPA)	X	X	X	X	X					
18.	Raphael Muniz	X	X	A	X	X					
19.	Richard Radocchia	-	-	-	-	X					
20.	Christine Romanik Co-Chair (QI)	X	A	X	X	A					
21.	Mark Sanchez Co-Chair (MF)	X	A	A	X	X					
22.	Roberta Stewart PC Co-Chair	X	X	X	X	X					
23.	Charlotte Teel	X	X	X	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Council present:	73%	60%	55%	77%	61%					

Guests: Nancy Kingwood, Jean Brown, Kartisha Hall, Michael Walton, Charlene Lee, Clunie Jean-Baptiste, Christina Rizk, Loreen Cuiman