



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

*Roberta Stewart & Chris Cole, Co-Chairs*

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, June 15, 2018  
**Start Time:** 12:00 pm  
**End Time:** 1:45 pm  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from May 11, 2018 meeting minutes

#### (1.0) Moment of Silence

Roberta 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

Roberta reminded everyone respond to the feedback e-mail they receive regarding this meeting.

#### (3.0) Community Input

There was none

#### (4.0) Approval of May 11, 2018 Meeting Minutes (no quorum)

A motion to approve the May 11, 2018 minutes was made by Rich Radocchia and seconded by Christina Romanik

**For: (7)** Gau, Lame, Cisneros, Sanchez, Radocchia, Teel, Cole

**Against: (0)**

**Abstain: (4)** Jenkins, Romanik, Cokley, Stewart

#### (5.0) Planning Council Committee Reports

**Strategic Planning & Assessment Committee** – Lauren Gau gave the following report:

Here is a summary of our meeting that was held on June 7, 2018

1. We voted on and approved minutes from May 3, 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 'unduplicated client count by service category by region' that we had requested and looked at the Master PSRA spreadsheet and how this may be impacted by this data.
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.



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5. We reviewed the Service Category Definitions and begin to make updates. We will be sending this information to the QI committee to inform the service standards.
6. Our next meeting will be held on Thursday, September 6, 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 June 7, 2018:

1. We voted on and approved the minutes from the May 3, 2018 meeting.
2. We reviewed and made updates to a new Assessment of the Administrative Mechanism tool. Staff will e-mail this out to all PC members for their review.
3. We discussed 3 questions that a PC member had and answered these.
4. Our next meeting will be held on Thursday, September 6<sup>th</sup> from 12:00pm – 2:00pm at the Burrough's Community Center.

A motion was made to approve the renewal applications of Joanne Montgomery and Christine Romanik by Roberta Stewart

**For: (11)** Gau, Lame, Cisneros, Stewart, Sanchez, Radocchia, Teel, Cole, Cokley, Jenkins, Romanik

**Against: (0)**

**Abstain: (0)**

#### **(6.0) Recipients Office Report**

- They received the notice of award and it was \$108,000 less than last year
- Due to the outcome of the site visits and changes to the CQM process within the Recipient's office, they are restructuring the office to accommodate the findings by HRSA. This will have a financial impact on their office.

#### **(7.0) New/Old Business**

##### **Planning Council Training**

Jeff Daniel presented a training on the Priority Settings and Resource Allocation process. This training included the following:

1. Roles of the CEO, Recipient and Planning Council
2. Planning Council Roles
3. Priority Setting & Resource Allocation Guidance

Dionne Kotey Presented on CHCACT's Positive Self-Management Program (PSMP) for PLWHA. She spoke about the workshops that they are conducting. The following providers are a part of their association: Optimus, Southwest, Cornell Scott-Hill and Staywell health center.

#### **(8.0) Regional Updates**

Region 1: NVS: 31 not completed: 1 linked to care, not doing well. 1 deceased, 1 refused to complete, 3 linked to care, 7 recently reached VS, 18 were referred to EIS and a non-medical case manager. CIPA: all who are eligible are now on CIPA

Region 2: NVS: 20 lost to contact; CIPA they had 2 clients not on CIPA but they are now

Region 3: Details will be mailed to staff with all client reasons



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Region 4: NVS 15 clients unable to be reached: 6 truly relocated, 2 deceased, 2 refused service brought to EIS, 2 couldn't be reached brought to EIS for further efforts, 1 non-compliant brought to EIS, 1 running/hiding from law, 1 in a nursing home.

Region 5: NVS 2 clients unable to be reached: 1 truly relocated and they found the other and were able to return them to care. MCM Health Insurance Survey: They also had 2 clients not originally on CIPA who they followed up with and both are now on CIPA.

#### **(9.0) Community Input**

There was none

#### **(10.0) Announcements**

- Mark Sanchez from Yale discussed a clinical research study with RW funded agencies. They are looking for HIV+ participants who are about to begin medication assisted therapy for opiates.
- DPH state lab will be offering VL testing and they are focusing on Ryan White Providers.
- Suicide Prevention Training by Southwest on June 26<sup>th</sup> at 2:00pm or 7:00pm at Norwalk Hospital

#### **(11.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:28 pm

#### **Upcoming Planning Council Meetings –**

- a. Special PSRA Meeting – Thursday, August 2<sup>nd</sup>, 9:30am – 3:00pm
- b. Strategic Planning and Assessment – No meeting in August
- c. Quality Improvement – No meeting in August
- d. Executive Committee - Friday, August 10<sup>th</sup>, 9:30am – 11:30am
- e. Membership/Finance – No meeting in August
- f. Planning Council – Friday, August 10<sup>th</sup>, 12:00pm – 2:00pm



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### Attendance Record – 2018

|     | <b>Council Member</b>                   | Jan | Feb | Mar | April | May | June | Aug | Sep | Oct | Nov |
|-----|---|-----|-----|-----|-------|-----|------|-----|-----|-----|-----|
| 1.  | Inthiany Ardila                         | X   | X   | X   | X     | X   | A    |     |     |     |     |
| 2.  | Max Cisneros                            | X   | X   | X   | X     | X   | X    |     |     |     |     |
| 3.  | Cassandra Cokley                        | X   | A   | X   | X     | A   | X    |     |     |     |     |
| 4.  | Chris Cole <b>PC Co-Chair</b>           | A   | A   | X   | X     | X   | X    |     |     |     |     |
| 5.  | Wallace Daniels                         | X   | X   | X   | X     | A   | A    |     |     |     |     |
| 6.  | Sabrina Delgado                         | X   | X   | A   | X     | X   | A    |     |     |     |     |
| 7.  | Thomas Evans                            | A   | X   | A   | X     | X   | A    |     |     |     |     |
| 8.  | Heather Garofalo                        | X   | X   | A   | X     | A   | A    |     |     |     |     |
| 9.  | Lauren Gau <b>Co-Chair (SPA)</b>        | X   | X   | X   | X     | X   | X    |     |     |     |     |
| 10. | Heidi Jenkins                           | A   | A   | X   | A     | A   | X    |     |     |     |     |
| 11. | Albana Lame <b>Co-Chair (QI)</b>        | X   | X   | X   | X     | X   | X    |     |     |     |     |
| 12. | Clara Langley                           | A   | A   | A   | X     | X   | A    |     |     |     |     |
| 13. | Joanne Montgomery <b>Co-Chair (SPA)</b> | X   | X   | X   | X     | X   | A    |     |     |     |     |
| 14. | Raphael Muniz                           | X   | X   | A   | X     | X   | A    |     |     |     |     |
| 15. | Richard Radocchia                       | -   | -   | -   | -     | X   | X    |     |     |     |     |
| 16. | Christine Romanik <b>Co-Chair (QI)</b>  | X   | A   | X   | X     | A   | X    |     |     |     |     |
| 17. | Mark Sanchez                            | X   | A   | A   | X     | X   | X    |     |     |     |     |
| 18. | Roberta Stewart <b>PC Co-Chair</b>      | X   | X   | X   | X     | X   | X    |     |     |     |     |
| 19. | Charlotte Teel                          | X   | X   | X   | X     | X   | X    |     |     |     |     |
| 20. | Ryan White Office                       | X   | X   | X   | X     | X   | X    |     |     |     |     |
|     | Planning Council Staff                  | X   | X   | X   | X     | X   | X    |     |     |     |     |
|     | % of Council present:                   | 73% | 60% | 55% | 77%   | 61% | 59%  |     |     |     |     |

Guests: Evelyn Martinez, Jamilya Beckford, Kelli McDermott, Dionne Kotey, Deserray Green, Jean Brown, Christina Rizk, Nancy Kingwood, Nick Boshnack, Sara Burns