



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

*Roberta Stewart & Chris Cole, Co-Chairs*

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### Executive Committee Meeting Minutes

**Meeting Date:** Friday, January 12, 2018  
**Start Time:** 9:52 am  
**End Time:** 10:30 am  
**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 the November 3, 2017 meetings

#### (1.0) Moment of Silence

Roberta called the meeting to order at 9:52 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

There were none

#### (4.0) Approval of November 3, 2017 Minutes

A motion to approve the November 3, 2017 was made by Joanne Montgomery and seconded Lauren Gau seconded it.

**For: (3)** Gau, Montgomery, Romanik

**Against: (0)**

**Abstain: (2)** Stewart, Lame

#### (5.0) Planning Council Committee Reports

##### STRATEGIC PLANNING AND ASSESSMENT

There was not a meeting last week due to a weather event. Staff discussed with attendees a possible needs assessment based on clients who are virally suppressed and what they are doing to keep them virally suppressed. Special populations and the focus on groups who are not virally suppressed was also discussed as a needs assessment. A suggestion was made that we may be able to get population based information from DIS workers from the CTDPH. Tom Butcher suggested the possibility of focusing on psychosocial support. Staff suggested doing the MCM Non-Virally Suppressed again from last year may be a good idea to be able to trend the data that is collected. Here is what the NA will look like:

1. Non-virally suppressed NA in each region with incentives – February
  - a. This data will be brought back to SPA and direction will be given to staff regarding moving forward with focus groups.



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2. Each region will invite identified clients to these focus groups
3. MCMs will then be interviewed based on the data in their region.

## QUALITY IMPROVEMENT COMMITTEE

There was not a meeting last week due to a weather event

### (6.0) Ryan White Office Report

Tom Butcher reported on the HRSA site visit that took place in October. They found our service delivery model to be a strength. They are still waiting for the formal report and will know in greater detail the findings and how to address them.

### (7.0) New/Old Business

- **Planning Council Training**

There will be a presentation on By Laws given by the SPA Committee co-chairs.

- **Future Planning Council Trainings**

February – MCM Health Insurance Survey and we will invite the MCMs to the Planning Council Meeting.

- **Review Planning Council Agenda**

The planning council agenda was reviewed, and it was determined that it was fine.

- **Review Scope of Work for Next Year**

Staff presented current Planning Council Activity Timeline

- **Parking Lot Items**

ITEM	STATUS
There are none	new

- **Upcoming Planning Council Meetings**

- a. Strategic Planning and Assessment – Thursday, February 1<sup>st</sup>, 9:30am – 11:30am
- b. Quality Improvement – Thursday, February 1<sup>st</sup>, 12:00pm – 2:00pm
- c. Executive Committee - Friday, February 9<sup>th</sup>, 9:30am – 10:30am
- d. Membership/Finance – Friday, February 9<sup>th</sup>, 10:30am – 11:30am
- e. Planning Council – Friday, February 9<sup>th</sup>, 12:00pm – 2:00pm

- **Announcements**

There were none.

- **Adjournment – 10:30 am**



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**Attendance Record - 2018**

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

Planning Council Guests: Marvin Brown