



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, November 9, 2018
Start Time: 9:37 am
End Time: 11.25 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the October 12, 2018 meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 9:37 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

Roberta discussed the need for new co-chairs for the M/F committee. She suggested it to Max Cisneros and Rich Radocchia who were in attendance. They both accepted the positions offered.

(4.0) Approval of October 12, 2018 Meeting Minutes

A motion to approve the October 12, 2018 minutes was made by Christine Romanik and seconded by Lauren Gau

For: (4) Gau, Romanik, Cole, Jenkins

Against: (0)

Abstain: (3) Stewart, Radocchia, Cisneros

(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 November 1, 2018

1. We voted on and approved minutes from October 4, 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 discussed a new study to conduct and decided to focus on the following special populations:
 - a. Young MSM of color (African American and Latino) age 29 and below.
 - b. African American Women
 - c. Transgender Women

We reviewed a survey tool and made updates. Staff will email this survey tool out to all PC members for feedback and begin conducting this survey from December – February. The



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Ryan White Office is identifying clients from these special populations and what agencies they are receiving services from.

4. We reviewed and updated the Service Category Definitions, and these were approved by the committee. **VOTE to approve these**
5. Staff presented the newly run reports from the Ryan White Office for Regions 1, 3 and 4 for unduplicated client count and number of service units for substance abuse outpatient. This included data from individual sessions and group sessions only.
6. Our next meeting will be held on Thursday, January 3, 2019 from 9:30am – 12:00pm at the Burrough's Community Center.

Quality Improvement Committee

Christine Romanik gave the following report:

Here is a summary of our meeting that was held on November 1, 2018:

1. We voted on and approved the minutes from the October 4, 2018 meeting.
2. We reviewed the Assessment of the Administrative Mechanism surveys presented by staff and made changes. Staff will update these surveys and present them at next month's meetings.
3. We began to look at the Substance Abuse Outpatient and Substance Abuse Inpatient and there was some confusion when these were last updated. Staff will look into this.
4. Our next meeting will be held on Thursday, January 3, 2019 from 12:00pm – 2:00pm at the Burrough's Community Center.

(6.0) Ryan White Office Report

Tom Butcher gave the following report:

1. There is a great deal of work going on right now.
2. They are working on 2 RFPs
3. They are working on the new CQM process as well
4. They are amending a contract to do QM audits during January and February.

(7.0) New/Old Business

- **Planning Council Training**

There will be a presentation on 'A Year in Review'

- **Future Planning Council Trainings**

January – Committees and their scopes of work, PCAT. A suggestion was made that the new member training should occur during the M/F meetings moving forward.

- **HRSA Site Visit Report**

Staff presented the updated corrective action plan.

- **Review Planning Council Agenda**

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

- **Review New Schedule for Next Year**

Staff presented the committee meeting schedule for 2019



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- **Parking Lot Items**

ITEM	STATUS
There are none	new

- **Upcoming Planning Council Meetings**

1. SPA –Thursday, January 3rd, 9:30am – 12:00pm
2. QI – Thursday, January 3rd, 12:00pm – 2:00pm
3. Executive Committee - Friday, January 11th, 9:30am – 10:30am
4. M/F – Friday, January 11th, 10:30am – 11:30am
5. Planning Council – Friday, January 11th, 12:00pm – 2:00pm

- **Announcements**

There were none.

Adjournment – 10:36 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	X	X	X	X	X	X
2	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	X	X	X
3	Albana Lame (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	X	X	A
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	A	X	X	X	A
5	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X	A	X	A	X	X	X
6	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	X
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Committee present:	63%	50%	88%	100%	83%	83%	83%	100%	100%	67%

Planning Council Guests: Heidi Jenkins, Max Cisneros, Rich Radocchia