



# 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, November 9, 2018  
**Start Time:** 12:00 pm  
**End Time:** 1:20 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 November 9, 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

Dr. Pino, the commissioner of DPH came and discussed CTDPH taking over the CADAP program.

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 welcomed Max and Rich as new M/F co-chairs.

#### (3.0) Community Input

There was none

#### (4.0) Approval of October 12, 2018 Meeting Minutes

A motion to approve the October 12, 2018 minutes was made by Chris Cole and seconded by Inthiany Ardila

**For: (12)** Gau, Ardila, Muniz, Radocchia, Evans, Cole, Teel, Delgado, Cuiman, Gluz, Jenkins, Romanik

**Against: (0)**

**Abstain: (4)** Cokley, Garofalo, Stewart, 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:



## New Haven / Fairfield Counties EMA Ryan White Part A Planning Council

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- 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 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:**

A motion was made to approve the newly updated Service Category Definitions by Lauren:

**For: (13)** Muniz, Radocchia, Evans, Cole, Teel, Ardila, Cuiman, Gluz, Jenkins, Romanik, Cokley, Garofalo, Stewart

**Against: (0)**

**Abstain: (3)** Stewart, Delgado, Gau

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

Roberta Stewart 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.

### Membership/Finance Committee

Rich Radocchia and Max Cisneros gave the following report:

1. We voted on and approved the minutes from the October 12, 2018 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We looked at attendance and all is reported accurately.
4. We reviewed feedback from the October 12<sup>th</sup> PC meeting and all feedback was favorable.
5. We reviewed the HRSA reflectiveness mandate and have improved in many areas.
6. The Ryan White Office presented the Expenditures by Service Category and also the Unobligated Balance Estimate.



## **New Haven / Fairfield Counties EMA**

### **Ryan White Part A Planning Council**

*Roberta Stewart & Chris Cole, Co-Chairs*

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

Tom Butcher gave the following report:

1. They are working on 2 RFPs
2. They are working on the new CQM process as well
3. They are amending a contract to do QM audits during January and February.

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

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

Sara presented 'A Year in Review' and attendees participated as well. This included:

- Data Requests
- Needs Assessments
- The Ryan White Office
- Changes in Committees

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

Region 1: there were none

Region 2: there were none

Region 3: there were none

Region 4: there were none

Region 5: there were none

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

- An attendee had a question regarding the special populations that were identified for our new study. Heidi and Roberta addressed his concerns.

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

- Melanie Alvarez From AIDS Connecticut came and discussed Ryan White Part B funds that are available throughout the EMA for Uber Health, EFA, HIPCSA and emergency transitional housing.
- Heidi suggested that a letter from the PC Co-Chairs regarding the CTDPH commissioner would be helpful
- Worlds AIDS Day
  - Several regions discussed their plans for World AIDS Day and the details will be emailed to staff to be displayed on the website.

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

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 2:02 pm



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### Upcoming Planning Council Meetings –

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

### 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	X	X	X	X
2.	Max Cisneros	X	X	X	X	X	X	A	X	A	X
3.	Cassandra Cokley	X	A	X	X	A	X	A	X	A	X
4.	Chris Cole <b>PC Co-Chair</b>	A	A	X	X	X	X	X	X	X	X
5.	Loreen Cuiman	-	-	-	-	-	-	-	-	-	X
6.	Sabrina Delgado	X	X	A	X	X	A	X	A	X	X
7.	Thomas Evans	A	X	A	X	X	A	A	X	X	X
8.	Heather Garofalo	X	X	A	X	A	A	X	X	A	X
9.	Lauren Gau <b>Co-Chair (SPA)</b>	X	X	X	X	X	X	X	X	X	X
10.	Lisa Gluz	-	-	-	-	-	-	-	-	-	X
11.	Heidi Jenkins	A	A	X	A	A	X	X	X	X	X
12.	Albana Lame <b>Co-Chair (QI)</b>	X	X	X	X	X	X	X	X	X	A
13.	Clara Langley	-	-	-	-	-	-	-	-	-	A
14.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	X	X	X	A	X	X	A	A
15.	Raphael Muniz	X	X	A	X	X	A	X	X	X	X
16.	Richard Radocchia	-	-	-	-	X	X	A	X	X	X
17.	Christine Romanik <b>Co-Chair (QI)</b>	X	A	X	X	A	X	A	X	X	X
18.	Roberta Stewart <b>PC Co-Chair</b>	X	X	X	X	X	X	X	X	X	X
19.	Charlotte Teel	X	X	X	X	X	X	X	A	X	X
20.	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 Council present:	73%	60%	55%	77%	61%	59%	58%	78%	71%	84%

Guests: Jennifer LoSchiavo, Clara Langley, Loreen Cumin, Lisa Gluz, Christina Rizk, Jamelia Beckford, Kartisha Hall, Tequetta Valeriano, Charlene Lee, Melanie Alvarez, Toni Cooper