



# 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, February 15, 2019  
**Start Time:** 9:30 am  
**End Time:** 9:45 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 January 11, 2019 meetings

#### (1.0) Moment of Silence

Roberta called the meeting to order at 9:30 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 January 11, 2019 Meeting Minutes

A motion to approve the January 11, 2019 minutes was made by Christine Romanik and seconded by Lauren Gau

**For: (6)** Gau, Romanik, Cole, Cisneros, Lame, Montgomery

**Against: (0)**

**Abstain: (1)** Stewart

#### (5.0) Planning Council Committee Reports

##### Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on February 7, 2019

1. We voted on and approved minutes from January 3, 2019.
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 the MCM training that will take place on March 7<sup>th</sup> during the regular SPA meeting. Staff will send an e-mail out to all regions requesting a RSVP for all MCMs who are planning on attending.
4. Staff gave an update on the special populations N/A and also displayed preliminary results for the HIV & Aging N/A also taking place now.
5. We reviewed our current By Laws and made final updates and also reviewed the new Policy & Procedure manual and made final updates as well. **VOTE** to approve By Laws and Policy & Procedure manual, separate votes. Staff emailed both documents to all PC members on Thursday, February 7<sup>th</sup> for review.



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6. We also finalized the SPA PCAT for 2019 and this was approved
7. Our next meeting will be held on Thursday, March 7, 2019 from 9:30am – 12:00pm at the Burrough’s Community Center. Reminder, this meeting will be the MCM training.

### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on February 7, 2019:

1. We voted on and approved the minutes from the January 3, 2019 meeting.
2. Staff gave an update on the site monitoring visits that are taking place in regions 2, 4 and 5.
3. Joanne presented the client satisfaction survey that she and Inthiany have worked on. Updates were made during the meeting and staff will present the updated document at next month’s meeting
4. Attendees made final updates to the QI PCAT and all changes were approved.
5. Our next meeting will be held on Thursday, March 7, 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. The NOA was received and in total was approximately \$26,000 less than last year.
2. They are working in collaboration with PC staff on the grant for ‘Getting to Zero’
3. Condition of Awards will be going out very soon.

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

- **Planning Council Training**

There will be a presentation on the ‘Getting to Zero’ campaign

- **HRSA Site Visit Report**

Staff presented the updated corrective action plan. The updated By Laws and new Policy & Procedure manual will be voted on today during Planning Council.

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

ITEM	STATUS
There are none	new

- **Upcoming Planning Council Meetings**

1. SPA –Thursday, March 7<sup>th</sup>, 9:30am – 12:00pm
2. QI – Thursday, March 7<sup>th</sup>, 12:00pm – 2:00pm
3. Executive Committee - Friday, March 15<sup>th</sup>, 9:30am – 10:30am
4. M/F – Friday, March 15<sup>th</sup>, 10:30am – 11:30am
5. Planning Council – Friday, March 15<sup>th</sup>, 12:00pm – 2:00pm

- **Announcements**

There were none.



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**Adjournment – 9:45am**

**Attendance Record - 2019**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	X	X								
2	Chris Cole PC Co-Chair	X	X								
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X								
4	Albana Lame (Quality Improvement Co-Chair)	X	X								
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X								
6	Rich Radocchia (M/F Co-Chair)	X	A								
7	Christine Romanik (Quality Improvement Co-Chair)	X	X								
8	Roberta Stewart PC Co-Chair	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Committee present:	100%	88%								