



# 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, March 15, 2019  
**Start Time:** 9:35 am  
**End Time:** 9:20 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from the February 15, 2019 meetings

#### (1.0) Moment of Silence

Chris called the meeting to order at 9:35 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

Chris welcomed everyone.

#### (3.0) Co-Chair Announcements

There were none

#### (4.0) Approval of February 15, 2019 Meeting Minutes

A motion to approve the February 15, 2019 minutes was made by Christine Romanik and seconded by Roberta Stewart

**For: (4)** Gau, Romanik, Lame, Stewart

**Against: (0)**

**Abstain: (2)** Radocchia, Cole

#### (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 March 7, 2019

1. We voted on and approved minutes from February 7, 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 held our MCM training which included training on the following topics:
  - a. Client Health Insurance Survey
  - b. The Connecticut Insurance Premium Assistance program
  - c. How to Write A Care Plan
4. Our next meeting will be held on Thursday, April 4, 2019 from 9:30am – 12:00pm at the Burrough's Community Center. Reminder, this meeting will be the MCM training.



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### Quality Improvement Committee

Christine Romanik gave the following report:

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

1. We couldn't approve the minutes from March 7<sup>th</sup> due to lack of quorum.
2. Staff gave an update on the site monitoring visits that are taking place in regions 2, 4 and 5.
3. Staff presented the updated Client Satisfaction Survey and the committee requested that staff e-mail 2 versions of the survey to regions 2 and 5 to see which version was better received by clients.
4. We discussed having the regional leads attend a SPA meeting to discuss how they are tracking service units for all funded services. Staff will make a spreadsheet in order capture this information. We will also look at the service categories that were identified last year during the PSRA process as needing further data from regions.
5. Our next meeting will be held on Thursday, April 4, 2019 from 12:00pm – 2:00pm at the Burrough's Community Center.

### **(6.0) Recipient's Report**

Tom Butcher gave the following report:

1. They are moving through all contracts and Lakeisha is a major part of this.
2. They will be hiring a QA manager very soon, there are 2 very good candidates at this time.
3. They will be releasing site visit reports from regions 2, 4 & 5 shortly.
4. They are exploring other software options other than CAREWare.

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

- **Planning Council Training**

There will be a presentation on the online Planning Council training tool.

- **HRSA Site Visit Report**

Staff presented the updated corrective action plan. At this time the only open item is the discussion of MOUs.

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

- **Announcements**

There were none.



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**Adjournment – 9:20am**

**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	A							
2	Chris Cole PC Co-Chair	X	X	X							
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X							
4	Albana Lame (Quality Improvement Co-Chair)	X	X	X							
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A							
6	Rich Radocchia (M/F Co-Chair)	X	A	X							
7	Christine Romanik (Quality Improvement Co-Chair)	X	X	X							
8	Roberta Stewart PC Co-Chair	X	X	X							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Committee present:	100%	88%	75%							

Planning Council Guests: Heidi Jenkins