



Roberta Stewart & Chris Cole, Co-Chairs

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### Executive Committee Meeting Minutes

**Meeting Date:** Friday, April 10., 2020  
**Start Time:** 10:05 am  
**End Time:** 10:45 am  
**Location:** ZOOM Meeting  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from the February 14, 2020 meetings

#### (1.0) Moment of Silence

Chris called the meeting to order at 10:05 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 14, 2020 Meeting Minutes

A motion to approve the February 14, 2020 minutes was made by Joanne Montgomery and seconded by Max Cisneros.

**For: (5)** Cole, Montgomery, Stewart, Gau, Cisneros

**Against: (0)**

**Abstain: (5)** Delgado, Namais, Ardila, Lame, Colbert

#### (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 March 5, 2020:

1. We voted on and approved minutes from February 6, 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 spent most of our meeting discussing the new component of the Medical Case Management service category, Intensive Medical Case Management. There was a great deal of discussion surrounding the delivery of this and the components including priority populations and acuity assessment.
4. Staff gave updates on the current Needs Assessment and staff suggested a provider survey would be the final component of this to complete the cycle.
5. The MCM Client Health Insurance survey email has gone out to all regional leads with a start date of March 1<sup>st</sup>.
6. We also looked at the datasets to be used in the PSRA process.

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7. We reviewed the updated By Laws and these were approved. We will present these for review today at Planning Council and vote on them at April's Planning Council meeting on April 3<sup>rd</sup>.
8. Our next meeting will be held on Thursday, May 7, 2020 from 9:30am – 12:00pm at the Burroughs Community Center.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on March 5, 2020:

1. We approved the meeting minutes from February 6, 2020.
2. We 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. David Colbert is now the new co-chair of this committee.
4. We spent most of the meeting discussing what defines a unit of service in each of the service categories. We reviewed the data from Arvil and Dionne in order to get a better understanding of this.
5. Our next meeting will be held on Thursday, May 7, 2020 from 12:00pm – 2:00pm at the Burroughs Community Center

There was a discussion surrounding the reduction in Part B funding throughout the EMA. Jeff presented a spreadsheet with a Ryan White Part B 4 Year Allocation History and also a CT Ryan White Part B

**(6.0) Part A Office Report**

Tom Butcher gave the following report:

Their focus right now is on service delivery with Covid 19 and how to define units of service. What will these reports look like now that everything is mostly online.

**(7.0) New/Old Business**

- **Planning Council Training**  
None for April
- **HRSA Site Visit Report –Review of Corrective Action Update (MOUs)**  
We reviewed a draft MOU and made several updates. We weren't able to complete this and staff will e-mail the Executive Committee the document to complete prior to next months meeting.
- **Review Planning Council Agenda**  
The planning council agenda was reviewed, and it was determined that it was fine.
- **Parking Lot Items – There are none**
- **Announcements**  
There were none.
- **Adjournment – 10:45am**



NEW HAVEN / FAIRFIELD  
**COUNTIES**  
RYAN WHITE PLANNING COUNCIL

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**Attendance Record - 2020**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	A	X	X							
2	David Colbert										
3	<b>Chris Cole PC Co-Chair</b>	X	X	X							
4	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X							
5	Albana Lame (Quality Improvement Co-Chair)	X	A	X							
6	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X							
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Committee present:	84%	84%	100%							

Planning Council Guests: Mitchell Namais, Inthiany Ardila, Sabrina Delgado