

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, October 14, 2016
Start Time: 9:43 am
End Time: 10:24 am
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the September 9, 2016

(1.0) Moment of Silence

Chris called the meeting to order at 9:43 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 September 9, 2016 Minutes

A motion to approve the September 9, 2016 was made by Joanne Montgomery and seconded Christine Romankik

For: (3) Stewart, Jenkins, Romanik, Sanchez

Against: (0)

Abstain: (1) Cole, Montgomery

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on October 6, 2016

1. We reviewed the minutes from the September 1, 2016 meeting and these were approved.
 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. Staff presented the Medical Case Management Health Insurance Survey with updates made at the last meeting and the committee reviewed this. Further updates were made and staff will present these at the next SPA meeting in November.
 4. Staff presented the HIV Care Continuum with the comparison of our EMA vs. Ryan White Part A.
 5. Staff presented the most current Directives and simple updates were made regarding the terms recipient, sub-recipient and service standards. A robust discussion took place regarding Directive 1.1 regarding regional allocation.
 6. The next Strategic Planning and Assessment committee meeting will take place on Thursday, November 3, 2016 from 9:30am – 12:00pm at the Burrough's Community Center.
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QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on October 6, 2016:

1. We approved meeting minutes from August 4, 2016 and September 1, 2017.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. We were on track with all assigned tasks.
3. Chris and Sabrina will work on the MCM Service Standard with Staff to make updates for the November meeting
4. Staff presented the new Statewide Comprehensive Plan and will e-mail this document out to all PC members for next month's meeting. Once this is reviewed in November, we will use this to update our QIC plan.
5. Staff presented a breakdown of the HIV Care Continuum from the Recipient broken out by risk category, race, gender, select cities and gender by race/ethnicity.
6. The Recipient presented site visit findings that included the following:
 - a. Scope of Visits, Continuum of Care Methodology, Continuum of Care, Populations, Results of the EMA Continuum, Results of the Regional Continuum Comparison
7. The next meeting will be held on Thursday, November 3, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

(6.0) Grantee's Report

- The Recipient was not in attendance today, they are filing the grant application today.

(7.0) New/Old Business

- **Planning Council Training**

Leif Mitchell to present on Odefsey

- **Future Planning Council Trainings**

November – Eric Sherr will present on the Care4Today Application

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

ITEM	STATUS
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There are none

- **Upcoming Planning Council Meetings**

- a. SPA –Thursday, November 3rd, 9:30am – 12:00pm
- b. QI –Thursday, November 3rd, 12:00pm – 2:00pm
- c. Executive Committee - Friday, November 4th, 9:30am – 10:30am
- d. M/F – Friday, November 4th, 10:30am – 11:30am
- e. Planning Council – Friday, November 4th, 12:00pm – 2:00pm

- **Announcements**

There were none

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- **Adjournment** – 10:24 am

Attendance Record - 2016

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	X	A	X	X	X	
2	<i>Chris Cole PC Co-Chair</i>	-	A	X	X	X	X	X	A	X	
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	A	X	X	X	A	X	
4	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X	A	X	X	X	X	
5	Mark Sanchez (Membership Finance Co-Chair)	-	-	-	-	-	-	-	X	X	
6	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	A	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	A	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Committee present:	57%	50%	75%	63%	75%	71%	80%	67%	100%	

Planning Council Guests: Gerald Lewis

Guest: Casandra Coakley, Marilyn Roman