

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart Co-Chair

---

## Executive Committee Meeting Minutes

**Meeting Date:** Friday, September 11, 2015  
**Start Time:** 9:47 am  
**End Time:** 10:26 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

---

### Summary of Committee Business Votes

- Approval of Minutes from the August 14, 2015

#### (1.0) Moment of Silence

Roberta called the meeting to order at 9:47 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

- Roberta reminded everyone that we are recording meetings
- The SPA Committee will be extending its time from 9:00am – 12:00pm through the end of the grant year in February.

#### (4.0) Approval of September 11 , 2015 Minutes

Christine Romanik made a motion to approve the September 11, 2015 minutes and Ralphael Muniz seconded it.

**For: (2)** Ortiz, Muniz, Romanik

**Against: (0)**

**Abstain: (3)** Stewart, Robertson

#### (5.0) Planning Council Committee Reports

##### A. QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on September 3, 2015:

1. We reviewed minutes from June 5, 2015 and August 6, 2015 and they were both approved by the committee.
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. We discussed the Specific Plan-Do-Study-Act ('PDSA') initiatives and decided that we would like to see the following information: Screening for STIs, specifically Chlamydia and Gonorrhea. The Grantee will have these results in January and we will review them at that time.
4. Jeff presented the Substance Abuse Service Standard which currently encompasses both the substance abuse inpatient and outpatient. The committee reviewed these and found several discrepancies. We will continue to work on these through January and have the updated standards ready for the new grant year.



*Roberta Stewart Co-Chair*

The next meeting will be held on Thursday, October 1, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm

**a. STRATEGIC PLANNING & ASSESSMENT**

Roberta Stewart gave this report:

Here is a summary of our meeting that was held on September 3, 2015

1. We reviewed the minutes from the August 6, 2015 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. Jeff presented a summary that identifies the 5 Major Changes in the National HIV/AIDS Strategy since 2010
4. We discussed the Comprehensive Plan and the Grant Guidance for this came out on June 19<sup>th</sup>. This plan is now an integrated plan. Staff and the Grantee are going to reach out to one of the co-chairs of the CHPC concerning this.
5. Adhoc Committee Update:
  - A. Datasets for the priority setting process were identified as the following pillars:
    1. Global Needs Assessment – suggestions:
      - a. focus groups
      - b. possibly separating out the core and support services
      - c. provider survey
      - d. Please use datasets that ask the same questions. It's difficult to use data that asks different questions and weigh it appropriately.
      - e. Newly diagnosed that links directly back to the Continuum of Care
    2. QM Data – any data that we can request from the Grantee from site visits.
    3. Consumer Input – (could be in a NA component) consumer forums? Same survey taken by both providers and consumers separately was a suggestion that was made.
    4. Utilization – how the services are being utilized
    5. Continuum of Care - how we get consumers to virally suppressed
  6. Jeff presented the Newly Diagnosed Data FY2015 broken out by region. The Grantee was asked to find out the methodology for collecting this data. This will help determine if the MAI dollars that are funding the EIS program are going into the best area.
  7. Staff is drafting a letter to the DPH concerning the EMA wide problems with CIPA requesting a meeting to discuss this.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 1, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

**(6.0) Grantee's Report**

There wasn't a representative from the Grantee due to the Conference on AIDS in Washington DC.

**(6.0) New/Old Business**

• **Planning Council Training**

Roberta will present a summary of the 5 Major Changes in the HIV/AIDS National Strategy since 2010.

• **Future Planning Council Trainings**

- i. October Training – Review results of the Assessment of the Administrative Agent.

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



*Roberta Stewart Co-Chair*

---

- ii. November Training – National HIV/AIDS Strategy as it relates to the Comprehensive Plan presentation.
  - iii. Other suggestions: Trainings involving the data that is being requested may be very informative.
- **Review Planning Council Agenda**  
The planning council agenda was reviewed and it was determined that it was fine.
  - **Parking Lot Items**  
There are no parking lot items.
  - **Upcoming Planning Council Meetings**
    - SPA –Thursday, October 1<sup>st</sup>, 9:00am – 12:00pm
    - QI –Thursday, October 1<sup>st</sup>, 12:00pm – 2:00pm
    - MF – Friday, October 1<sup>st</sup>, 10:30am – 11:30am
    - Executive Committee – Friday, October 9<sup>th</sup>, 9:30am – 10:30am
    - Planning Council - Friday, October 9<sup>th</sup>, 12:00pm – 2:00pm
  - **Announcements**
    1. HRSA has been notifying providers that Part C will be getting a new project officer and many changes are going on in their office.
    2. DPH Part B received a site visit audit and they have just had a 3 day technical assistance training with a HRSA consultant and it was very effective.
  - **Adjournment** – 10:15 am
-

**Ryan White EMA Planning Council**  
 New Haven and Fairfield Counties



*Roberta Stewart Co-Chair*

**Attendance Record - 2015**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Ric Browne (Quality Improvement Co-Chair)	X	X	A	A	X	X	A	A		
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	A	X	X	A		
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	A		
4	Raphael Muniz (Membership/Finance Co-Chair)	X	X	A	X	X	X	X	X		
5	Alex Ortiz (Membership/Finance Co-Chair)	X	X	A	A	A	X	X	X		
6	Christine Romanik (Quality Improvement Co-Chair)	-	-	-	-	A	A	X	X		
7	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X	X		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	A		
	<b>% of Committee present:</b>	<b>88%</b>	<b>63%</b>	<b>38%</b>	<b>71%</b>	<b>50%</b>	<b>88%</b>	<b>86%</b>	<b>57%</b>		

Planning Council Guests: Jackie Robertson