

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, May 13, 2016
Start Time: 9:30 am
End Time: 10:40 am
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the April 15, 2016

(1.0) Moment of Silence

Chris 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

Chris welcomed everyone. The Special Planning Council will be on PSRA on July 22nd from 9:00am – 3:00pm based on Doodle results.

(3.0) Co-Chair Announcements

- Chris reminded everyone that we are recording meetings

(4.0) Approval of April 15, 2016 Minutes

A motion to approve the April 15, 2016 was made by Joanne Montgomery and seconded by Roberta Stewart

For: (2) Stewart, Jenkins, Cole

Against: (0)

Abstain: (3) Muniz, Montgomery

(5.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave this report:

Here is a summary of our meeting that was held on May 5, 2016

1. We reviewed the minutes from the April 7, 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. We reviewed the current Service Category Definitions and updates were made. The Health Insurance Premium Cost Sharing Assistance service category was discussed at length and the committee approved the decision to discontinue paying insurance premiums at this time. We'll now we'll take a vote for final approval. VOTE
 4. We reviewed the results of the MCM Health Insurance Coverage Survey. Moving forward the committee would like to know the following: how many unduplicated clients are in each region and how many clients are on Medicaid in each region. For purposes of the PSRA process the focus from these survey results will be on the number of uninsured, undocumented, and how many clients are on the ACA.
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5. We discussed the special PSRA meeting and moving the date back to a day in July since the Grant Deadline has been moved back to October. Staff has e-mailed out a 'Doodle' survey for meeting date options during the week of July 18 – 22.
6. The next Strategic Planning and Assessment committee meeting will take place on Thursday, June 9, 2016 from 9:30am – 12:00pm at the Burrough's Community Center.

B. QUALITY IMPROVEMENT

Chris Cole gave this report:

Here is a summary of our meeting that was held on May 5, 2016:

1. We reviewed minutes from April 7, 2016 and they were 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 reviewed the Quality Improvement Committee plan and updates were made based on committee suggestions. We will review the newly updated plan next month for final approval.
4. Staff presented the Policy Clarification Notice (PCN) 16-02 and this will be e-mailed to all PC members by Staff.
5. Staff presented the newly updated Emergency Financial Assistance Service Standard. Thomas, Chris and Roberta worked on making the necessary updates to this service standard and it was approved by the committee. VOTE
6. Next month this committee will begin looking at the Health Insurance Premium Cost Sharing Assistance Service Standard and Chris will help Thomas review this before the June meeting.
7. The next meeting will be held on Thursday, June 9, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

Grantee's Report

Tom Butcher gave this report:

- They had a series of meetings last week focusing on the state of emergency of the epidemic of African American Gay Men. They discussed a vision and strategies for ending the epidemic. This is occurring simultaneously while developing the Comprehensive Plan and this will be included in the plan. CIRA would like to participate in this process as well and define the tasks that each contributing group will be responsible for.
- Tom also discussed a campaign called 'Swallow This'. This is a campaign for 'PREP' targeted at African American Gay men.
- The state is hiring 2 new DIS workers focused completely on HIV/AIDS through HRSA funding. Heidi wants ensure these positions are filled properly. There is no standardized training for DIS workers and this is a concern.

(6.0) New/Old Business

• Planning Council Training

Leif Mitchell will be presenting on Genvoya

• Future Planning Council Trainings

- i. June: PSRA Process Presentation – Roberta will lead this training
 - ii. August: Planning Council Participation Training – Joanne will lead this training
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- **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**

- SPA –Thursday, June 9th, 9:30am – 12:00pm
- QI –Thursday, June 9th, 12:00pm – 2:00pm
- MF – Friday, June 10th, 10:30am – 11:30am
- Executive Committee – Friday, June 10th, 9:30am – 10:30am
- Planning Council - Friday, June 10th, 12:00pm – 2:00pm

- **Announcements**

- **Adjournment** – 10:01 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					
2	Chris Cole PC Co-Chair	-	A	X	X	X					
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	A	X					
4	Raphael Muniz (Membership/Finance Co-Chair)	A	X	X	A	X					
5	Jackie Robertson (Membership/Finance Co-Chair)	-	-	-	-	X					
6	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X	A					
7	Roberta Stewart PC Co-Chair	X	X	X	X	X					
8	Ken Teel (Quality Improvement Co-Chair)	A	X	A	X	A					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	57%	50%	75%	63%	75%					