



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, January 11, 2019
Start Time: 9:46 am
End Time: 10:40 am
Location: The Burrough's Community Center
Presiding Chair: Chris
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 9, 2018 meetings

(1.0) Moment of Silence

Chris called the meeting to order at 9:46 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

Chris discussed his term ending this month as Planning Council Co-Chair. He has turned in his application to renew his term, there were no other applications received.

(4.0) Approval of November 9, 2019 Meeting Minutes

A motion to approve the November 9, 2019 minutes was made by Joanne Montgomery and seconded by Lauren Gau

For: (6) Gau, Romanik, Cole, Stewart, Cisneros, Radocchia

Against: (0)

Abstain: (2) Lame, Montgomery

(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 January 3, 2019

1. We voted on and approved minutes from November 1, 2018.
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 and made real-time updates to the MCM Client Health Insurance Survey. We will have a MCM training session on this during the SPA meeting on March 7th. We will also need to involve the Magellan coordinators due to the data we will need from their system.
4. We discussed the Special Populations N/A that we are doing. All regions have been contacted with their client lists and case managers will make calls this week and complete them by Friday, January 11th.
5. We reviewed our current By Laws and made updates to the committee responsibilities section. We will continue to review this next month as well. Staff was also asked to email the Policies & Procedures Manual to all PC manual for their feedback.



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6. We reviewed the scope of work for next year and made updates and will continue to review this as well over the next 2 months.
7. We will also be doing another N/A focusing on HIV & Aging within our EMA. Staff is working on the details at this time.
8. Our next meeting will be held on Thursday, February 7, 2019 from 9:30am – 12:00pm at the Burrough's Community Center.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 3, 2019:

1. We voted on and approved the minutes from the November 1, 2018 meeting.
2. We discussed the upcoming monitoring visits that will be conducted for regions 2, 4 and 5 and the process that will take place. This will be a new process that will occur quarterly for each region and much of it is done online.
3. Due to the new monitoring process, any service standard updates will wait until the monitoring visits are over for the 1st round within each region. We will also wait on any updates to the Assessment of the Administrative Mechanism tool until this process is done.
4. Joanne and Inthiany will work on a new client satisfaction survey.
5. Our next meeting will be held on Thursday, February 7, 2019 from 12:00pm – 2:00pm at the Burrough's Community Center.

(6.0) Ryan White Office Report

Tom Butcher gave the following report:

1. They have submitted 2 RFPs, one to all lead agencies and one for Planning Council support and Quality Assurance monitoring.
2. They have posted the new QA manager position in their office and are waiting on applicants.
3. They are working in conjunction with PC staff on the Getting to Zero campaign in hopes of receiving funding in our EMA in this area.
4. All contracts are moving through the process.

(7.0) New/Old Business

- **Planning Council Training**

There will be a presentation on Committee Responsibilities and the Planning Council Activity Timeline

- **Future Planning Council Trainings**

February – Getting to Zero with Gina D'Angelo from DPH

- **HRSA Site Visit Report**

Staff presented the updated corrective action plan.

Joanne voted to extend the meeting 15 minutes and Lauren seconded.

For: (8) Gau, Romanik, Cole, Stewart, Cisneros, Radocchia, Lame, Montgomery

Against: (0)

Abstain: (0)



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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
There are none	new

- **Upcoming Planning Council Meetings**

1. SPA –Thursday, February 7th, 9:30am – 12:00pm
2. QI – Thursday, February 7th, 12:00pm – 2:00pm
3. Executive Committee - Friday, February 15th, 9:30am – 10:30am
4. M/F – Friday, February 15th, 10:30am – 11:30am
5. Planning Council – Friday, February 15th, 12:00pm – 2:00pm

- **Announcements**

There were none.

Adjournment – 10:40am

Attendance Record - 2019

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