

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Joanne Montgomery & Lauren Gau, Co-Chairs

## Strategic Planning & Assessment Committee Meeting Minutes

**Meeting Date:** Thursday, February 2, 2017  
**Start Time:** 9:38 am  
**End Time:** 11:48am  
**Location:** Burrough's Community Center  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

### Summary of Committee Business Votes

- Approval of Minutes from the January 5, 2017 meeting

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws

### Staff Member Assignments

#### (1.0) Moment of Silence

Joanne called the meeting to order at 9:38 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

All participants introduced themselves.

#### (3.0) Co-Chair Announcements

There was a meeting with Byron Kennedy regarding the FPL with Joanne, Jeff, Roberta and Chris. They will continue to work on this and now HRSA will be included as well.

#### (4.0) Approval of January 5, 2017 Meeting Minutes

#### New Business/Old Business

- **Review the Strategic Planning and Assessment Planning Council Activity Timeline**  
The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.
- **Review implementation of Health Care Reform/National HIV/AIDS Strategy and its impact on RW – MCM Health Insurance Survey:**  
Staff presented the MCM Health Insurance Survey that will be sent to all regions on March 1, 2017. The committee reviewed this one last time and made final updates.
- **Review Framework of PSRA**  
Staff presented the data request that was made from SPA to the Recipients office using CAREWare. This represented FY2015 unduplicated clients from each region grouped by service category and total number of units used. Staff will take the regional allocation by service category by region and calculate a cost per client for PSRA. Attendees were concerned with the data, focusing on the unduplicated clients per region grouped by service

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category. Region's 3 data was questioned and further data was compared. We will continue to look at this data next month and focus on each region separately. The Waterbury region is working very hard to ensure that all data entered is done so accurately.

- **Review Comprehensive Plan**

This will be looked at in March

- **Define One New Study and Present Results**

Staff presented the Norfolk in Care Needs Assessment. The medical case managers would do this with each of their clients. Staff will update this N/A and customize it to our EMA. This will be mailed to all MCM agencies for distribution. This will be distributed to all agencies in early March to be done by the end of April.

- **Bylaw Review and Update**

Staff presented the current By-Laws and it was decided that they are good with only made to 'Recipient', updated date and added Chris Cole as Planning Council Co-Chair.

Chris Cole made a motion to approve updated By-Laws and Roberta Stewart seconded it.

**For: (4)** Stewart, Garofalo, Cole, Teel

**Against: (0)**

**Abstain: (1)** Montgomery

These will be presented at the Planning Council meeting next week for final approval.

- **Review Scope of Work for Next Year**

Staff presented current PCAT and updates were made to make the activities more accurate to the work this committee is required to do. The topic of data integrity was discussed as a new task. The question of whose responsibility it is to ensure that accurate data is in CAREWare. Suggestions were made that there should be some kind of internal quality check must be done to catch any inaccuracies monthly. Different regions discussed their data input and report procedures. It was suggested that once the quarterly report is submitted to the Part A office, it should be reviewed for accuracy and if there are any questions, it should be sent back to the region in question for explanation. Regions need to review all data before reports are submitted and someone in the Part A office needs to review that data to ensure that all that data makes sense.

Chris Cole made a motion to approve the updated PCAT and Charlotte Teel seconded it

**For: (4)** Stewart, Garofalo, Cole, Teel

**Against: (0)**

**Abstain: (1)** Montgomery

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- **Unresolved Parking Lot Items**

Parking Lot Summary

ITEM	STATUS
Medicaid Expenditures by Service Categories from DSS	Charlotte will request this data from DSS 8/4/16. 9/1/16 – we are still awaiting this data. Update: Charlotte is going to look into this request again, she is not sure they will be able to identify the service categories. 11/3: Charlotte will make a detailed request for their data programmer in January so they can use the new numbers for this upcoming fiscal year. 2/2 – Charlotte suggested that we ask for data from 2016
Review Our Portion of the Statewide Comprehensive Plan When it's complete	In process – still waiting on the Statewide Comprehensive Plan 8/4. The Plan has a deadline of 9/30 so we will discuss this at our next meeting. 10/6: We looked at this today and staff e-mailed this out to all PC members as well. We will take another look at this next month.
Directives - What type of evidence do we have or need to prove that the regional funding allocations are working or not working	In process - We discussed this on 8/4 and thought the number of MCM clients would be the number to focus on. A lengthy discussion was heard from all regions represented at the meeting on funding pathways for services received in their region. We will continue to discuss this. 10/6: we continued to discuss this. 11/3: Staff presented comprehensive spreadsheet that captured all funding resources by region and attendees could see the gaps. 2/2 – PC staff and members are meeting with CIRA to identify the best evidence to use and how to gather that.
FPL Eligibility for Ryan White Services	In process - Staff has sent this request to Sera Morgan at HRSA and is waiting to hear back. We have heard back from HRSA and we have a data request to determine the impact of changing the FPL for MCM. 11/3: This will be presented during the SPA meeting this month. Staff and PC co-chairs met with Byron Kennedy regarding this and presented data which demonstrated why the FPL cannot be raised from 300% to 400%. Staff presented the information to the committee. This presentation will be added to with more details about the impact that this would have. There will be another meeting and a summary of that meeting will be given in the future.
Undocumented Numbers in CT from DPH	In process– 9/1: Heidi was unable to find anything from DPH to capture this number but there was an estimate. The number of undocumented clients in Part A are 200. The state estimates 3% of our number which would be 180 per the state. We are at 8% in RW part A. We will continue to discuss this. 11/3: Heidi is still unable to get this and has asked Jim Petinelli if he can help with this. This is now closed

**(5.0) Announcements**

There were no announcements

**(6.0) Adjournment**

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The meeting adjourned at 11:48am

## Strategic Planning and Assessment Committee Attendance Record – 2017

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	A								
2.	Bradford Briggs	A	A								
3.	Cassandra Cokley	A	A								
4.	<i>Christopher Cole PC Co-Chair</i>	X	X								
5.	Sabrina Delgado	A	A								
6.	Heather Garofalo	X	X								
7.	<b>Lauren Gau Co-Chair</b>	X	A								
8.	Heidi Jenkins	A	A								
9.	Gerald Lewis	A	A								
10.	Raphael Muniz	A	A								
11.	<b>Joanne Montgomery Co-Chair</b>	X	X								
12.	Christine Romanik	A	A								
13.	Mark Sanchez	A	A								
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
15.	Charlotte Teel	A	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	40%	33%								

Guests: Sameka Hamilton, Sara Burns, Albana Lame, Tom Butcher