



*Roberta Stewart Co-Chair*

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**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, January 8, 2016  
**Start Time:** 9:37 am  
**End Time:** 10:22 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the November 13, 2016

**(1.0) Moment of Silence**

Roberta called the meeting to order at 9:36 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
- We'll be discussing a new Co-Chair Nomination
- The FHCAB has requested a member of the PC to attend their monthly meeting. This was discussed and a suggestion was made that we look into sending someone in

**(4.0) Approval of November 13, 2015 Minutes**

Joanne Montgomery made a motion to approve the November 13, 2015 minutes and Christine Romanik seconded it.

**For: (3)** Romanik, Jenkins, Montgomery

**Against: (0)**

**Abstain: (1)** Stewart

**(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 January 7, 2016

1. We reviewed the minutes from the November 5, 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 scope of work for 2016 on the PCAT. This discussion centered around the special PSRA meeting that has been held in July to see if this meeting should be moved to August based on the Grant Guidance coming out. Also needs assessment, special studies, and data sets for PSRA were talked about. Ultimately it was decided that the special PSRA meeting will happen in July unless the Grant Guidance comes out and an August PSRA meeting would be more effective.
4. We talked about the MCM Health Insurance Survey and the results for the last 2 years. We also reviewed the questions from the last survey and made updates in order to capture more specific information that is needed. This survey will go out to all MCMs on March 1<sup>st</sup> and results are due back by April 30<sup>th</sup>.



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5. Client issues with CIPA seem to be getting better. Dr. Jewel Mullin has left DPH and currently they have a new acting Commissioner, Dr. Raul Pino who is aware of the problems our EMA is having with CIPA and is concerned about the clients. He has been shown the letter that was sent to DSS and meetings are taking place to bring about a resolution to these issues.
6. We reviewed the survey tool that was created for the Non-Virally Suppressed Clients. Many updates were made based on comments during our meeting. The updated survey will be e-mailed out to Planning Council members to verify all updates were done accurately. This will be sent to all MCMs on February 1<sup>st</sup> and is due back on April 1<sup>st</sup>. Staff will collect hard copies of the survey and tabulate the results.
7. We discussed updating our current By Laws and it was decided based on this past year's meetings, that any updates that were needed were already done and approved and the By Laws are current, no changes will be made.

## **B. QUALITY IMPROVEMENT**

Christine Romanik gave this report:

Here is a summary of our meeting that was held on January 7, 2016:

1. We reviewed minutes from November 5, 2015 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 also looked at the scope of work for 2016 using the PCAT and made updates to better align with the work that the committee needs to accomplish.
4. Representatives from each of the 5 regions presented their PDSA on STD screenings. Highlights from these presentations were: A client fact sheet was created that captures site visit standards including STI screenings, client incentives for having these screenings such as raffle prizes, Bridgeport Health Department involvement in and how that's impacted results from region 1 and improved CAREWare reports in order to collect more accurate data. A robust discussion took place regarding optimal results throughout the EMA and how to best capture that data.
5. The next meeting will be held on Thursday, February 4, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm.

### **(6.0) Grantee's Report**

Tom Butcher gave this report:

- RFPs are going out and due back on February 9<sup>th</sup>. There may be a clerical issues with this due date and Tom is looking into this.
- There is concern about possible disruption in care in the Waterbury region due to the potential buyout of Waterbury Hospital by a for profit organization. Tom will keep the committee informed along the way.
- Beth will give an update during the PC meeting on contract amendments.

### **(6.0) New/Old Business**

- **Planning Council Training**  
Joanne Montgomery will be presenting on Naloxone Kits
- **Future Planning Council Trainings**
  - i. February: Part A Fund Flow
  - ii. March: Service Standards



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- iii. April – possibly discuss progress with current surveys
  - **Review Scope of Work for 2016**  
The PCAT was reviewed for this committee and the following changes were made:
    - a. Add Parking Lot task
    - b. Add Review PC and Committee Scopes of Work
    - c. Make Review Scope of Work consistent across all committee PCATs.
  - **Meeting Location Discussion**  
An update was given on the 2 locations that staff looked into and we'll continue to look into this.
  - **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, February 4<sup>th</sup>, 9:00am – 12:00pm
    - QI –Thursday, February 4<sup>th</sup>, 12:00pm – 2:00pm
    - MF – Friday, February 12<sup>th</sup>, 10:30am – 11:30am
    - Executive Committee – Friday, February 12<sup>th</sup>, 9:30am – 10:30am
    - Planning Council - Friday, February 12<sup>th</sup>, 12:00pm – 2:00pm
  - **Announcements**  
There were none
  - **Adjournment** – 10:27 am

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



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**Attendance Record - 2016**

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