

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, March 11, 2016
Start Time: 9:33 am
End Time: 10:22 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the February 12, 2016

(1.0) Moment of Silence

Roberta called the meeting to order at 9:33 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
- She also spoke about the M/F Co-Chair who has not been attending any meetings this year. It was decided since several attempts have been made to reach this individual that the Council Co-Chairs will now look for a replacement for this position.

(4.0) Approval of January 8, 2016 Minutes

A motion to approve the January 8, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik.

For: (3) Romanik, Jenkins, Montgomery

Against: (0)

Abstain: (2) Muniz, Stewart, Cole

Approval of February 12, 2016 Minutes

A motion to approve the February 12, 2016 was made by Joanne Montgomery and seconded by Heidi Jenkins.

For: (2) Montgomery, Muniz

Against: (0)

Abstain: (4) Cole, Jenkins, Romanik, 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 March 3, 2016

1. We reviewed the minutes from the February 4, 2016 meeting and these were approved.
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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 discussed the status of the CIPA letters that have been sent. A response letter from Commissioner Bremby was received. The committee decided that all region leads would receive an e-mail outlining how to handle any further issues that MCMs may be having with processing CIPA applications.
4. We discussed the status of the Non Virally Suppressed Survey that was e-mailed out to all region leads with specific instructions for all providers. All regions have been heard back from at this time. The committee also added another status, 'since survey began now virally suppressed' to identify clients who initially were reported as not being virally suppressed but have since reached viral suppression. Staywell Health Center is now the new region lead for Waterbury and staff will reach out to them and invite them to the next Planning Council meeting.
At Executive Committee meeting the topic of who communicates to region leads regarding ongoing surveys or requests from the Planning Council. A request was made to reach out to all regions leads and find out who a point of contact would be to respond to Planning Council requests.
5. We discussed data for the PSRA process. Joanne, Chris, Roberta and Heidi met with CIRA regarding information for the datasets we would like to see. The committee also discussed going to other areas Planning Council meetings and see what they are doing to collect data as well.
6. We reviewed the Review Advocacy Section of By Laws in regards to the Treatment Adherence program for Part B and how this will affect the 2 regions in our EMA that use this service. At this time it was decided that we will not do anything since there are meetings going on to discuss this issue with those regions.
7. The MCM Health Insurance Survey was sent out to all region leads on March 1st and is due back on Friday, April 29th. We also discussed items of this nature coming from the Grantee and not Planning Council staff. Moving forward all communication regarding surveys and requests from the Planning Council will be done by the Grantee.
8. We discussed the Circle of Care item that has been in our Parking Lot and how this may be resolved in the Integrated Comprehensive Plan. The committee asked that we update our own Comprehensive Plan and have it included in the Statewide Comprehensive Plan. This will be on the agenda in April. This was discussed and the Planning Council's Comprehensive Plan will be done by the SPA committee but not submitted to HRSA.
9. We discussed looking at what happens when Ryan White dollars are used for insurance premiums and the clients are receiving refund checks for these premiums, what happens to those refunds and what is the MCMs responsibilities. This item is in our Parking Lot. A solution to this would be change our Health Insurance Premium Cost Sharing Assistance Service Category Definition SPA and this will be put on the SPA parking lot.

QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on March 3, 2016:

1. We reviewed minutes from February 4, 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.
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3. We reviewed the Mental Health Service Standard. The updated version was presented to the committee and all changes were identified. We approved the updated version of this.
VOTE: Planning Council
4. We began to review the Oral Health Service Standard as well. The definition was updated to reflect the Service Category Definition and this will be looked at as well at the April SPA committee meeting. Thomas, Sabrina and Heather will work on making the necessary updates to this service standard and this will be presented at the April QI meeting.
5. Staff was asked to e-mail all Planning Council Members with the current Quality Improvement Plan to review prior to the April meeting.

Grantee's Report

Tom Butcher gave this report:

- There is a new Region 2 (Waterbury) Lead, Staywell Health Center and they will be attending our Planning Council today.
- Tom has had a meeting with them to familiarize them with everything.
- They have reviewed the scope of work for Quality Management. They are going to focus on areas in the Continuum and how providers are doing working towards those goals.

(6.0) New/Old Business

- **Planning Council Training**

Staff will present a training on Service Standards.

- **Future Planning Council Trainings**

- i. April: Leif Mitchell will conduct a presentation on Genvoya

- **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, April 7th, 9:30am – 12:00pm
- QI –Thursday, April 7th, 12:00pm – 2:00pm
- MF – Friday, April 7th, 10:30am – 11:30am
- Executive Committee – Friday, April 15th, 9:30am – 10:30am
- Planning Council - Friday, April 15th, 12:00pm – 2:00pm

- **Announcements**

1. There is now a 1 (800) hotline to call for opiate addiction. If you are struggling with this, you can call the number and they will assist you in getting the help you need.
2. The CDC has the prevention program for HIV and the Surveillance program for HIV. They will be combining these 2 grants into a new 5 year cycle beginning in 2018.

- **Adjournment – 10:26 am**

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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							
2	<i>Chris Cole PC Co-Chair</i>	-	A	X							
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X							
4	Raphael Muniz (Membership/Finance Co-Chair)	A	X	X							
5	Alex Ortiz (Membership/Finance Co-Chair)	A	A	A							
6	Christine Romanik (Quality Improvement Co-Chair)	X	A	X							
7	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
8	Ken Teel (Quality Improvement Co-Chair)	A	X	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Committee present:	57%	50%	75%							

Guests: none