

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, September 9, 2016
Start Time: 10:01 am
End Time: 10:34 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 12, 2016

(1.0) Moment of Silence

Roberta Stewart called the meeting to order at 10:01 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

- There were none

(4.0) Approval of August 12, 2016 Minutes

Christine Romanik made a motion to approve the minutes from August 12, 2016 and Heidi Jenkins seconded it:

For: (2) Jenkins, Romanik

Against: (0)

Abstain: (2) Sanchez, Stewart

(5.0) Planning Council Committee Reports

A. STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on September 1, 2016

1. We reviewed the minutes from the August 4, 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. Staff presented the Medical Case Management Health Insurance Survey from last year and the committee reviewed this and made updates to better collect the data that is needed for PSRA
 4. A discussion regarding clients who fall into the category 'over income/cannot afford private insurance' and how to reach out to these clients and help through the CIPA process.
 5. We also discussed the Care Continuum and staff will prepare a document that shows the State's Care Continuum right next to our EMA's Care Continuum in order to see the two and compare them.
 6. The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 6, 2016 from 9:30am – 12:00pm at the Burrough's Community Center.
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B. QUALITY IMPROVEMENT

Christine Romanik gave this report:

Here is a summary of our meeting that was held on September 1, 2016:

1. We did not review and vote on minutes from August 4, 2016 due to lack of quorum.
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. Staff presented the Housing Service Standard. Updates were made real time by the attendees of the committee. This vote will require a second since it was not approved at our meeting due to lack of quorum.

VOTE

4. We reviewed the CQM (Client Quality Management) portion of the Grant Guidance and Jeff walked us through these. The total portion of this including our responses totals approximately 100 pages.
5. The next meeting will be held on Thursday, October 6, 2016 at the Burrough's Community Center from 12:00pm – 2:00pm

(6.0) Assessment of the Administrative Results

Staff presented the overall process of this and the results from the Recipient. This included the 6 questions that were approved by the M/F committee. There were some issues with the turnaround time of Part A Contracts due to an employee who was out of work but this was done in the best time possible.

Christine made a motion to extend this meeting by 10 minutes and Heidi seconded it.

For: (4) Jenkins, Romanik, Sanchez, Stewart

Against: (0)

Abstain: (0) Sanchez, Stewart

Christine made a motion to accept that this committee is pleased with the performance and found that all of the data presented was satisfactory with the results that were presented and Heidi seconded it.

For: (4) Jenkins, Romanik, Sanchez, Stewart

Against: (0)

Abstain: (0) Sanchez, Stewart

(7.0) Grantee's Report

Tom Butcher gave this report:

- The grant application is due on October 18th and they are in process of completing this.
 - Site visits have been completed and have been sent out to all region leads for their review with a 2-week turnaround time for all issues that may need to be addressed.
 - He suggested that we may want to set a threshold amount to handle a carryover request. This will be handled by the Membership Finance committee.
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(8.0) New/Old Business

- **Planning Council Training**

Staff will present the Planning Council portion of the Grant Guidance for FY 2017.

- **Future Planning Council Trainings**

October – Leif Mitchel to Present on Odefsey

November – We are waiting to hear if Eric from Janssen can come present on Care4You.

- **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**

a. SPA –Thursday, October 6th, 9:30am – 12:00pm

b. QI –Thursday October 6th, 12:00pm – 2:00pm

c. Executive Committee - Friday, October 14th, 9:30am – 10:30am

d. M/F – Friday, October 14th, 10:30am – 11:30am

e. Planning Council – Friday, October 14th, 12:00pm – 2:00pm

- **Announcements**

There were none

- **Adjournment – 10:34 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	A	X	X		
2	Chris Cole PC Co-Chair	-	A	X	X	X	X	X	A		
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	A	X	X	X	A		
4	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X	A	X	X	X		
5	Mark Sanchez (M/F Co-Chair)	-	-	-	-	-	-	-	X		
6	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	A	X		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Committee present:	57%	50%	75%	63%	75%	71%	80%	67%		

Guest: None