

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, January 13, 2017
Start Time: 9:38 am
End Time: 10:15 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 4, 2016

(1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

- We are still in need of a co-c

(4.0) Approval of October 14, 2016 Minutes

A motion to approve the November 4, 2016 was made by Christine Romanik and seconded Heidi Jenkins

For: (3) Romanik, Jenkins, Stewart

Against: (0)

Abstain: (2) Gau, Sanchez

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Lauren Gau gave this report:

Here is a summary of our meeting that was held on January 5, 2017

1. We reviewed the minutes from the November 3, 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. Medical Case Managers from all 5 regions attended our meeting and a training was presented on the following topics:
 - a. MCM Health Insurance Survey – Joanne Montgomery
 - b. CIPA (Connecticut Insurance Premium Assistance) – Lauren Gau
 - c. Prescriptions Co-Pay Cards – Chris Cole.

During today's Planning Council meeting a summary of all of these topics will be presented.

4. The next Strategic Planning and Assessment committee meeting will take place on Thursday, February 2, 2017 from 9:30am – 12:00pm at the Burrough's Community Center.

QUALITY IMPROVEMENT COMMITTEE

Christine Romanik gave this report:

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Here is a summary of our meeting that was held on January 5, 2017:

1. We approved the Minutes from the November 3, 2016 QI meeting.
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 current Quality Improvement plan and updates were made. Staff will take these updates and continue to work on these and the final updated copy will be presented at the February QI meeting.
4. Staff will also work in updating with Roberta and Chris the Outpatient Ambulatory Health Services Service Standard and bring the updated standard to the QI meeting in February as well.
5. The next meeting will be held on Thursday, February 2, 2017 at the Burrough's Community Center from 12:00pm – 2:00pm.

(6.0) Grantee's Report

Lakeisha Green Reported:

- The position of the Grantee has not yet been posted but once it is, it will be open for 1 month.
- Lakeisha will be sitting in our meetings to represent the Grantee

(7.0) New/Old Business

• Planning Council Training

Roberta Stewart will present a summary of the MCM training that took place during the SPA meeting last week.

• Future Planning Council Trainings

February – Planning Council New Member Training

March – Staff will reach out to Leif Mitchell from Gilead and see if he is available to come and give a presentation on Cultural Sensitivity with the LGBTQAI community.

• 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, February 2nd, 9:30am – 12:00pm
- b. QI –Thursday, February 2nd, 12:00pm – 2:00pm
- c. Executive Committee - Friday, February 9th, November 4th, 9:30am – 10:30am
- d. M/F – Friday, February 9th, 10:30am – 11:30am
- e. Planning Council – Friday, February 9th, 12:00pm – 2:00pm

• Announcements

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- **Adjournment** – 10:15 am

Attendance Record - 2017

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Heidi Jenkins (Membership Finance Co-Chair)	X									
2	<i>Chris Cole PC Co-Chair</i>	A									
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X									
4	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A									
5	Christine Romanik (Quality Improvement Co-Chair)	X									
6	Mark Sanchez (Membership Finance Co-Chair)	X									
7	<i>Roberta Stewart PC Co-Chair</i>	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Committee present:	71%									

PC Members: Gerald Lewis

Guests: Ryan Grant