

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, September 15, 2017
Start Time: 9:45 am
End Time: 10:40 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 12, 2017 and June 9, 2017 meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 9:45 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

- HRSA will be coming to visit our EMA during the week of November 13th. One thought was that they will meet with the Executive Committee during that time.

(4.0) Approval of May 12, 20167 and June 9, 2017 Minutes

A motion to approve the May 12, 2017 was made by Chris Cole and seconded Lauren Tierney.

For: (4) Gau, Montgomery, Romanik, Cole

Against: (0)

Abstain: (2) Jenkins, Stewart

A motion to approve the June 9, 2017 was made by Chris Cole and seconded Christine Romanik.

For: (3) Gau, Jenkins, Cole

Against: (0)

Abstain: (3) Montgomery, Stewart, Romanik

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Joanne gave the following report for special PSRA meeting on August 3, 2017:

1. HRSA has said we can apply \$5,982,648 which is \$200,000 more what we had originally asked for. She will be requesting a motion for approval to ask for \$5,982,648 from HRSA.

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Joanne Montgomery made a motion that the Executive Committee vote to approve the funds of \$5,982,648 for FY2018 from HRSA which is the maximum amount allowed by HRSA

For: (5) Gau, Romanik, Cole, Jenkins, Stewart

Against: (0)

Abstain: (1) Montgomery

There will be a final vote during the upcoming Planning Council meeting at 12:00 today.

QUALITY IMPROVEMENT COMMITTEE

There was no meeting in August to report on.

(6.0) Recipient's Report

- The grant application guidance has come out on August 28th. There was a conference call to discuss the instructions on this. This will be due on October 30, 2017.
- They are preparing for the site visits in November
- Preparing for the grant application
- They are completing the program terms report and program submission reports.

(7.0) New/Old Business

- **Presentation on the FPL Data Request from SPA**

Staff presented the results of the data request to all attendees. A robust discussion took place regarding all levels and the benefits of each one.

Joanne made a motion to extend the meeting by 15 minutes:

For: (6) Romanik, Cole, Jenkins, Stewart, Montgomery, Gau

Against: (0)

Abstain: (0)

Joanne Montgomery made a motion to make the Federal Poverty Limit requirement for Medical Case Management to 500% and Christine Romanik seconded it.

For: (5) Romanik, Cole, Jenkins, Stewart, Montgomery

Against: (0)

Abstain: (1) Gau

- **Presentation on the Results of the Administrative Mechanism**

Staff presented the results from the Ryan White Office of all questions approved by the Membership Finance Committee. All questions were answered.

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Joanne Montgomery 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 Chris Cole seconded it.

For: (6) Romanik, Cole, Jenkins, Stewart, Montgomery, Gau

Against: (0)

Abstain: (0)

- **Planning Council Training**

There will be a presentation by Leif Mitchell on Trauma Informed Care and HIV from Gilead.

- **Future Planning Council Trainings**

October - Heidi Jenkins from DPH to discuss the role of DIS and new initiatives.

November – staff will look into this

- **Review Planning Council Agenda**

The planning council agenda was reviewed and it was determined that it was fine.

- **Parking Lot Items**

ITEM	STATUS
When votes are coming out of Executive, they should be on the Planning Council Agenda, and this will be a By Law change when we review them.	new

- **Upcoming Planning Council Meetings**

- a. Strategic Planning and Assessment – Thursday, October 5th, 9:30am – 11:30am
- b. Quality Improvement – Thursday, October 5th, 12:00pm – 2:00pm
- c. Executive Committee - Friday, October 13th, 9:30am – 10:30am
- d. Membership/Finance – Friday, Friday, October 13th, 10:30am – 11:30am
- e. Planning Council – Friday, Friday, October 13th, 12:00pm – 2:00pm

- **Announcements**

There were none

- **Adjournment – 10:10 am**

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Attendance Record - 2017

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X	X	-	X		
2	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	WE	WE	X	X	X	-	X		
3	Heidi Jenkins (Membership Finance Co-Chair)	X	WE	WE	X	A	X	-	X		
4	Albana Lame (Quality Improvement Co-Chair)	-	-	-	-	-	-	-	A		
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	WE	X	X	A	-	X		
6	Christine Romanik (Quality Improvement Co-Chair)	X	WE	WE	A	X	A	-	X		
7	Mark Sanchez (Membership Finance Co-Chair)	X	WE	WE	X	A	A	-	A		
8	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X	-	X		
	Ryan White Office	X	WE	WE	X	X		-	X		
	Planning Council Staff	X	WE	WE	X	X	X	-	X		
	% of Committee present:	71 %	WE	WE	71 %	71%	57%	-	75%		

Planning Council Guests: Ryan Grant, Thomas Evans, Wallace Daniels

Quests: Loreen Cuiman