



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Joanne Montgomery & Lauren Gau, Co-Chairs

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, February 1, 2018
Start Time: 9:35 am
End Time: 11:48am
Location: Burrough's Community Center
Presiding Chair: Lauren Gau
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 2, 2017 meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws

Staff Member Assignments

(1.0) Moment of Silence

Lauren called the meeting to order at 9:35 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

(4.0) Approval of November 2, 2017 Meeting Minutes

Chris Cole made a motion to approve the meeting minute from November 2, 2017 and Joanne Montgomery seconded it.

For: (5) Cole, Teel, Montgomery, Stewart, Lame

Against: (0)

Abstain: (2) Gau, Ardila

(5.0) New Business/Old Business

- **Review the Strategic Planning and Assessment Planning Council Activity Timeline**

The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.

- **Review MCM Client Health Insurance Survey**

Staff presented the client health insurance survey and an update was made to question #5, making it a heading not a question. It was also decided that the survey will run from March 1st – March 30th and the report will be run for data on that exact day.



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- **Review Framework of PSRA** – The state will be doing a needs assessment that we will use and be able to pull out our EMAs data and we will be updating our other data sets that are outdated.
- **MCM Client Health Insurance Survey**
There will be a training during the March SPA training on this survey and all MCMS will be invited. The survey will run from March 1st – March 30th and MCMs will run their reports to capture these results for all clients enrolled in Ryan White Services on that day. An e-mail will be sent to all region leads explaining the process.
- **Define One New Study and Presents Results**
Staff presented the information from the data request that was made to the Ryan White office. This data focused on EIS, Returned to Care and Newly Diagnosed and the demographics of all clients within the EMA. The presentation showed the various groupings of clients who fall into the same demographic to identify special populations the new study would target in a needs assessment. It was decided that all regions will use the data sent by Arvil for their specific region and reach out to those clients.
- **By Law Review and Update**
This included a discussion of Policies and Procedures as well. The HRSA site visit identified this as an area that needed attention and we need to create formal policies and procedure documentation. At this point, Chris, Roberta and Tom Butcher will meet offline to review our current By Laws and make any updates. These will be presented at our next SPA meeting.

Parking Lot Summary

ITEM	STATUS
Medicaid Expenditures by Service Categories from DSS	Charlotte will request this data from DSS 8/4/16. 9/1/16 – we are still awaiting this data. Update: Charlotte is going to look into this request again, she is not sure they will be able to identify the service categories. 11/3: Charlotte will make a detailed request for their data programmer in January so they can use the new numbers for this upcoming fiscal year. 2/2 – Charlotte suggested that we ask for data from 2016. 3/2 – Staff e-mailed Charlotte the service categories that are funded to add to her data request. 4/6 – Charlotte received an e-mail back from the person running this report to sit down and talk about it. Charlotte is continuing to work on this 10/5. Charlotte continues to work on this 11/2
EIS Service Delivery Model	New

(5.0) Announcements
There were none.

(6.0) Adjournment
The meeting adjourned at 11:48am



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Strategic Planning and Assessment Committee Attendance Record – 2018

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Steven Bonell	A	A								
3.	Marvin Brown	A	A								
4.	Max Cisneros	A	A								
5.	Cassandra Cokley	A	A								
6.	<i>Christopher Cole PC Co-Chair</i>	X	X								
7.	Wallace Daniels	A	A								
8.	Sabrina Delgado	A	A								
9.	Thomas Evans	A	A								
10.	Heather Garofalo	A	A								
11.	Lauren Gau Co-Chair	X	X								
12.	Ryan Grant	A	A								
13.	Heidi Jenkins	A	A								
14.	Albana Lame	X	X								
15.	Clara Langley	A	A								
16.	Gerald Lewis	A	A								
17.	Joanne Montgomery Co-Chair	X	X								
18.	Raphael Muniz	A	A								
19.	Christine Romanik	A	A								
20.	Mark Sanchez	A	A								
21.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
22.	Charlotte Teel	X	X								
23.	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	32%	32%								

Guests: Sara Burns, Richard Rodiccaia