



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

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### Executive Committee Meeting Minutes

**Meeting Date:** Friday, May 11, 2018  
**Start Time:** 9:32 am  
**End Time:** 10:17 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from the April 13, 2018 meetings

#### (1.0) Moment of Silence

Chris 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

Chris welcomed everyone.

#### (3.0) Co-Chair Announcements

- Chris began a discussion regarding all committee responsibilities and made the following suggestions:
  1. Dissolve the M/F committee into the Executive Committee
  2. Combine the QI and SPA committees into one committee.Attendees spoke about other scenarios but overall seemed please with dissolving M/F into the EC committee. They also would like to keep the QI and SPA committees separate. The schedule would look like this: 1<sup>st</sup> Thursday would be SPA only and the 2<sup>nd</sup> Friday would be EC, QI and then Planning Council. Staff also suggested having a 5/1 deadline for data that needs to be reviewed by QI before going to SPA in time for the PSRA process. These data requests could be: utilization, unduplicated client count, etc.

#### (4.0) Approval of April 13, 2018 Meeting Minutes

A motion to approve the April 13, 2018 minutes was made by Joanne Montgomery and seconded by Lauren Gau

**For: (4)** Montgomery, Gau, Lame, Stewart

**Against: (0)**

**Abstain: (1)** Cole

#### (5.0) Planning Council Committee Reports

The reports will be giving during the Planning Council meeting.

#### (6.0) Ryan White Office Report

Tom discussed the Ryan White National Conference from 12/11-12/14 in Maryland and Max Cisneros said he would like to go. All attendees need to be approved by the Grantee.

Roberta made a motion that Max Cisneros be approved to go the Ryan White National Conference in December and Lauren Gau seconded it.



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**For: (5)** Montgomery, Gau, Lame, Stewart, Cole

**Against: (0)**

**Abstain: (0)**

**(7.0) New/Old Business**

- **HRSA Site Visit Report**

Staff presented the corrective action plan that was submitted to HRSA regarding their findings. One item focused on the AAM tool that was found to need more detail and input from the providers. Staff presented a suggestion for a tool that would survey all providers. Staff was requested to print out all questions for the QI committee to review in June.

- **Planning Council Training**

There will be a presentation on the results of the MCM Client Health Insurance Training.

- **Future Planning Council Trainings**

June – PSRA Training will be presented

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

| ITEM           | STATUS |
|----------------|--------|
| There are none | new    |

- **Upcoming Planning Council Meetings**

- a. Strategic Planning and Assessment – Thursday, June 7<sup>th</sup>, 9:30am – 11:30am
- b. Quality Improvement – Thursday, June 7<sup>th</sup>, 12:00pm – 2:00pm
- c. Executive Committee - Friday, June 15<sup>th</sup>, 9:30am – 11:30am
- d. Membership/Finance – No meeting in June
- e. Planning Council – Friday, June 15<sup>th</sup> 12:00pm – 2:00pm

- **Announcements**

There were none.

**Adjournment – 10:17 am**



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**Attendance Record - 2018**

|   | <b>Council Member</b>  | Jan | Feb | Mar | Apr  | May | June | Aug | Sep | Oct | Nov |
|---|--|-----|-----|-----|------|-----|------|-----|-----|-----|-----|
| 1 | <i>Chris Cole PC Co-Chair</i>                                | A   | A   | X   | X    | X   |      |     |     |     |     |
| 2 | Lauren Gau (Strategic Planning & Assessment Co-Chair)        | X   | X   | X   | X    | X   |      |     |     |     |     |
| 3 | Albana Lame (Quality Improvement Co-Chair)                   | X   | X   | X   | X    | X   |      |     |     |     |     |
| 4 | Joanne Montgomery (Strategic Planning & Assessment Co-Chair) | X   | X   | X   | X    | X   |      |     |     |     |     |
| 5 | Christine Romanik (Quality Improvement Co-Chair)             | X   | A   | X   | X    | A   |      |     |     |     |     |
| 6 | <i>Roberta Stewart PC Co-Chair</i>                           | X   | X   | X   | X    | X   |      |     |     |     |     |
|   | Ryan White Office  | X   | X   | X   | X    | X   |      |     |     |     |     |
|   | Planning Council Staff                                       | X   | X   | X   | X    | X   |      |     |     |     |     |
|   | % of Committee present:                                      | 63% | 50% | 88% | 100% | 83% |      |     |     |     |     |

Planning Council Guests: Max Cisneros