



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, June 15, 2018
Start Time: 9:35 am
End Time: 11:25 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 10, 2018 meetings

(1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

There were none

(4.0) Approval of May 11, 2018 Meeting Minutes

A motion to approve the May 11, 2018 minutes was made by Christine Romanik and seconded by Lauren Gau

For: (4) Gau, Lame, Cole

Against: (0)

Abstain: (1) Romanik, Stewart

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee – Lauren Gau gave the following report:

Here is a summary of our meeting that was held on June 7, 2018

1. We voted on and approved minutes from May 3, 2018.
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. We reviewed the 'unduplicated client count by service category by region' that we had requested and looked at the Master PSRA spreadsheet and how this may be impacted by this data.
4. We also reviewed the data from the Non-Virally Suppressed Survey. The committee requested that regions will be asked to follow up with clients who were identified as unable to locate in hopes of connecting them to EIS and getting them back into care.
5. We reviewed the Service Category Definitions and begin to make updates. We will be sending this information to the QI committee to inform the service standards.
6. Our next meeting will be held on Thursday, September 6, 2018 from 9:30am – 12:00pm at the Burrough's Community Center.



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Quality Improvement Committee – Albana Lame gave the following report:

Here is a summary of our meeting that was held on June 7, 2018:

1. We voted on and approved the minutes from the May 3, 2018 meeting.
2. We reviewed and made updates to a new Assessment of the Administrative Mechanism tool. Staff will e-mail this out to all PC members for their review.
3. We discussed 3 questions that a PC member had and answered these.
4. Our next meeting will be held on Thursday, September 6th from 12:00pm – 2:00pm at the Burrough's Community Center.

(6.0) Ryan White Office Report

Tom Butcher reported on this:

- They received the notice of award and it was \$108,000 less than last year
- Due to the outcome of the site visits and changes to the CQM process within the Recipient's office, they are restructuring the office to accommodate the findings by HRSA. This will have a financial impact on their office.

(7.0) New/Old Business

- **Membership/Finance Committee Business:**

1. Manage Membership Application Process

We have 2 new applications to review and 2 renewals to review.

A motion to move into executive session was made by Christine Romanik and seconded by Lauren Gau

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

Against: (0)

Abstain: (0)

A motion to move out of executive session was made by Chris Cole and seconded by Max Cisneros

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

Against: (0)

Abstain: (0)

The 2 new applicants will be invited into the application process and the PC Co-Chairs will reach out to them and let them know.

A motion was made to approve the renewal applications for Joanne Montgomery and Christine Romanik by Rich Radocchia and seconded by Lauren Gau

For: (8) Gau, Lame, Cole, Romanik, Stewart, Cisneros, Jenkins, Radocchia

Against: (0)

Abstain: (0)

2. Review PC Member Attendance



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The committee reviewed the attendance and determined that all attendance was reported accurately.

- **HRSA Site Visit Report**

Staff presented the updated corrective action plan.

- **Planning Council Training**

There will be a presentation on the Priority Settings and Resource Allocation Process.

- **Future Planning Council Trainings**

July – Assessment of the Administrative Mechanism

- **Assessment of the Administrative Mechanism**

Staff presented the AAM Tool that was revised and updated. Minimal changes were made and staff will e-mail this to all Planning Council members.

- **Review all Committee Responsibilities**

All committee responsibilities were reviewed, and changes were made. Staff will update this document to present again during the EC meeting in August.

- **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. Special PSRA Meeting – Thursday, August 2nd, 9:30am – 3:00pm
- b. Strategic Planning and Assessment – No meeting in August
- c. Quality Improvement – No meeting in August
- d. Executive Committee - Friday, August 10th, 9:30am – 11:30am
- e. Membership/Finance – No meeting in August
- f. Planning Council – Friday, August 10th, 12:00pm – 2:00pm

- **Announcements**

There were none.

Adjournment – 11:25 am



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Attendance Record - 2018

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

Planning Council Guests: Max Cisneros, Rich Radocchia