



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, September 14, 2018
Start Time: 9:37 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 August 10, 2018 meetings

(1) Moment of Silence

Roberta called the meeting to order at 9:40 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2) Welcome and Introduction

Roberta welcomed everyone.

(3) Co-Chair Announcements

There was a discussion regarding a site visit taking place in the Danbury region as well as a possible

(4) Approval of August 10, 2018 Meeting Minutes

A motion to approve the August 10, 2018 minutes was made by Joanne Montgomery and seconded by Chris Cole

For: (5) Gau, Cole, Montgomery, Lame, Jenkins

Against: (0)

Abstain: (2) Stewart, Romanik

(5) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

1. We voted on and approved minutes from June 7, 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 feedback from the PSRA meeting and have requested to see the calculation spreadsheet for cost per client by region for service categories. This will allow us to identify the areas we need to focus on.
4. We also reviewed the service category definitions. Staff will prepare a side by side comparison of HRSA service definitions and ours in order to update these accurately.
5. We determined that the parking lot item regarding Expenditures by service category from DSS was not possible, so we will be requesting total expenditures by region at the end of the grant year to use during our PSRA process.
6. We will also look at ALL other funding sources in each region and ask region leads to provide us with this information to see if we should include these during the PSRA process.
7. Our next meeting will be held on Thursday, October 4, 2018 from 9:30am – 12:00pm at the Burrough's Community Center.



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Quality Improvement Committee

Christine Romanik gave the following report:

1. We voted on and approved the minutes from the June 7, 2018 meeting.
2. We reviewed the Assessment of the Administrative Mechanism process and identified areas that we will change. Staff will begin by separating the survey tool into 2 separate surveys, one for Subs and one for sub subs.
3. We added a parking lot item to develop a client satisfaction survey
4. We will begin looking at service standards in conjunction with what services the SPA committee identifies as needing updating.
5. Our next meeting will be held on Thursday, October 4th from 12:00pm – 2:00pm at the Burrough's Community Center.

(6) Ryan White Office Report

Tom Butcher gave the following report:

1. They are currently working on the grant application.
2. They are also working through needed staff changes.
3. Once these items are completed they will continue their work on the new CQM process and what that will look like and prepare a launch for the new process.
4. Lakeisha Green presented the Expenditures by Service Categories from March 1st – July 30th. At this time expenditures should be around 42% and over all they are a bit under this. They expect to be on track moving forward due to the timing of the contract amendment.

(7) New/Old Business

• **Discussion Regarding New Schedule Timing and Committee Updates**

Roberta brought up the current committee meeting schedule. Attendees discussed the different scenarios regarding this and it was decided to discuss this with the entire Planning Council. The content of each committee was discussed and the engagement that consumers may feel in other committees rather than M/F. A suggestion was made to possibly have consumers on the EC. A decision was made to re-institute the M/F committee beginning in October back in it's regular time slot.

• **Membership/Finance Committee Business:**

1. **Review PC Member Attendance**

The committee reviewed the attendance and determined that all attendance was reported accurately. Members who have 3 absences will be called by staff and members who have 4 absences have been notified by letter that if they miss one more, they will fall off of the council.

2. **Membership Application Process**

There are 2 new applications to review.

Joanne Montgomery made a motion to move into executive session and Laurent Gau seconded it.

For: (11) Gau, Cole, Montgomery, Lame, Jenkins, Stewart, Romanik, Evans, Cokley, Cisneros, Radocchia

Against: (0)

Abstain: (0)

Joanne Montgomery made a motion to move out of executive session and Laurent Gau seconded it.



New Haven / Fairfield Counties EMA
 Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

For: (11) Gau, Cole, Montgomery, Lame, Jenkins, Stewart, Romanik, Evans, Cokley, Cisneros, Radocchia

Against: (0)

Abstain: (0)

It was decided to invite the 2 new applicants into the application process.

3. Analyze PC Membership for Federal Reflectiveness Mandate and discuss HRSA Mandate

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. There are a couple of areas where we need to focus on. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 22%. We are deficient in other areas that we will continue to improve upon.

- **Planning Council Training**
There will be a presentation on Directives
- **Future Planning Council Trainings**
October - Ryan White Part A Primer
November – A Year in Review/Wrap Up
- **HRSA Site Visit Report**
Staff presented the updated corrective action plan.
- **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**
 1. SPA –Thursday, November 1st, 9:30am – 12:00pm
 2. QI – Thursday, November 1st, 12:00pm – 2:00pm
 3. Executive Committee - Friday, November 9th, 9:30am – 10:30am
 4. M/F – Friday, November 9th, 10:30am – 11:30am
 5. Planning Council – Friday, November 9th, 12::00pm – 2:00pm

- **Announcements**
There were none.

Adjournment – 11:25 am
Attendance Record - 2018

Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
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New Haven / Fairfield Counties EMA
 Ryan White Part A Planning Council

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

Planning Council Guests: Heidi Jenkins, Rich Radocchia, Max Cisneros, Thomas Evans, Cassandra Cokely
 Guests: Clara Langley, Loreen Cumin, Lisa Glutz