



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, , 2018
Start Time: 9:37 am
End Time: 11.25 am
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the September 14, 2018 meetings

(1.0) Moment of Silence

Chris called the meeting to order at 9:37 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

There were none

(4.0) Approval of September 14, 2018 Meeting Minutes

A motion to approve the September 14, 2018 minutes was made by Christine Romanik and seconded by Roberta Stewart

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

Against: (0)

Abstain: (0)

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on October 4, 2018

1. We voted on and approved minutes from September 6, 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 cost per client spreadsheet for all regions and will look at the 5 different service categories that we need more information about. This month we looked at substance abuse outpatient and decided to ask Regions 1, 3 and 4 to rerun their data only using group and individual sessions. We will continue to look at the other services in the upcoming months.
4. We discussed a new study to conduct and decided to focus on the following special populations:
 - a. Young MSM of color (African American and Latino) age 29 and below.
 - b. African American Women
 - c. Transgender Women



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5. We reviewed and updated the Directives and will now have a **vote to accept the updated Directives for 2019.**
6. We reviewed the service category definitions and compared them to the HRSA definitions. Each category was assigned to a planning council member to review and update.
7. Our next meeting will be held on Thursday, November 1, 2018 from 9:30am – 12:00pm at the Burrough's Community Center.

Quality Improvement Committee

Christine Romanik gave the following report:

Here is a summary of our meeting that was held on October 4, 2018:

1. We voted on and approved the minutes from the September 6, 2018 meeting.
2. We reviewed the Assessment of the Administrative Mechanism surveys presented by staff and made changes. Staff will update these surveys and present them at next month's meetings.
3. Joanne and Inthiany will work on a new 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, November 1st from 12:00pm – 2:00pm at the Burrough's Community Center.

(6.0) Ryan White Office Report

Tom Butcher gave the following report:

1. They are working on scheduling the beginning of the CQM process.
2. They are focusing on why people are not virally suppressed and developing a PDSA for this.
3. They are still working on a QA manager
4. They are needing to make changes in staff to comply with the HRSA correction action report.

(7.0) New/Old Business

- **Planning Council Training**

There will be a presentation on the Ryan White Part A Manual.

- **Future Planning Council Trainings**

November – Staff will present a Year in Review/Wrap up of 2018

The executive committee discussed how to find out from all regions how they are capturing service units into CAREWare. Another suggestion was MCM and the case load in each region. It was decided that that SPA will look at this in November 1st.

- **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.

- **Co-Chairs for M/F Committee Needed**

Suggestions were made of who may be interested and Rich Radocchia and Max Cisneros were recommended. Roberta and Chris will reach out to them and ask their thoughts.



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- **Demonstration of Possible New Feedback Tool**
Staff showed a new website to gather feedback for PC meetings real time.
- **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 |
|---|--|-----|-----|-----|------|-----|------|-----|------|------|-----|
| 1 | <i>Chris Cole PC Co-Chair</i> | A | A | X | X | X | X | X | X | X | |
| 2 | Lauren Gau (Strategic Planning & Assessment Co-Chair) | X | X | X | X | X | X | X | X | X | |
| 3 | Albana Lame (Quality Improvement Co-Chair) | X | X | X | X | X | X | X | X | X | |
| 4 | Joanne Montgomery (Strategic Planning & Assessment Co-Chair) | X | X | X | X | X | A | X | X | X | |
| 5 | Christine Romanik (Quality Improvement Co-Chair) | X | A | X | X | A | X | A | X | X | |
| 6 | <i>Roberta Stewart PC Co-Chair</i> | X | X | X | X | X | X | X | X | X | |
| | Ryan White Office | X | X | X | X | X | X | X | X | X | |
| | Planning Council Staff | X | X | X | X | X | X | X | X | X | |
| | % of Committee present: | 63% | 50% | 88% | 100% | 83% | 83% | 83% | 100% | 100% | |

Planning Council Guests: Heidi Jenkins, Lisa Glutz