



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, November 3, 2017
Start Time: 9:52 am
End Time: 10:40 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the October 13, 2017 meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 9:52 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

HRSA will be coming for a site visit to our EMA the week of November 14th.

(4.0) Approval of October 13, 2017 Minutes

A motion to approve the October 13, 2017 was made by Joanne Montgomery and seconded Christine Romanik.

For: (4) Gau, Montgomery, Romanik, Jenkins

Against: (0)

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 2, 2017

1. We voted on and approved minutes from October 5, 2017
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. Staff presented Service Category Definitions for review. Updates were made during the meeting the committee approved these:
VOTE: To approve the updated Service Category Definitions
4. Staff presented Directives for FY 2018 and updates were also made during this meeting. The final version of these were approved.
VOTE: To approve the updated FY2018 Directives



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5. We discussed the upcoming MCM Client Health Insurance Survey and reviewed the information that we will collect throughout the regions.
6. We reviewed the data from the Ryan White Office that identified clients who received EIS services. We will be making another data request to narrow in on the results from each region.
7. Our next meeting will be held on Thursday, January 4th 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 November 2, 2017:

1. We voted on and approved the minutes from the October 5, 2017 meeting.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. We were on track with all assigned tasks.
3. Staff presented the Early Intervention Services Service Standard and updates were made.
VOTE: To approve the updated EIS Service Standard
4. Our next meeting will be held on Thursday, January 4th from 12:00pm – 2:00pm at the Burrough's Community Center.

A conversation regarding the relationship between the CTDPH DIS program and the Ryan White Part A EIS program took place and various comments were made.

(6.0) Recipient's Report

The Recipient was not in attendance.

(7.0) New/Old Business

- **Planning Council Training**
There will be a presentation on Directives given by the SPA Committee co-chairs.
- **Future Planning Council Trainings**
January – An overview of the By Laws will be presented.
- **Review Planning Council Agenda**
The planning council agenda was reviewed, and it was determined that it was fine.
- **Review Meeting Schedule for 2018**
Staff presented the meeting schedule for 2018. The only change made was to remove the meeting on August 10th.
- **Review Items for HRSA Site Visit**
Staff reviewed the materials requested by HRSA and also the schedule for the week of November 14th when HRSA is here.



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- **Parking Lot Items**

ITEM	STATUS
When votes are coming out of Executive, they should be on the Planning Council Agenda, and this will be a By Law change when we review them.	new

- **Upcoming Planning Council Meetings**

- Strategic Planning and Assessment – Thursday, January 4th, 9:30am – 11:30am
- Quality Improvement – Thursday, January 4th, 12:00pm – 2:00pm
- Executive Committee - Friday, January 12th, 9:30am – 10:30am
- Membership/Finance – Friday, Friday, January 12th, 10:30am – 11:30am
- Planning Council – Friday, Friday, January 12th, 12:00pm – 2:00pm

- **Announcements**

MFAPP will be having their Red Ribbon Gala on Saturday, November 4th at 6:00pm at the Norwalk Inn.

- **Adjournment – 10:30 am**

Attendance Record - 2017

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X	X	-	X	X	X
2	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	WE	WE	X	X	X	-	X	X	X
3	Heidi Jenkins (Membership Finance Co-Chair)	X	WE	WE	X	A	X	-	X	X	X
4	Albana Lame (Quality Improvement Co-Chair)	-	-	-	-	-	-	-	A	X	X
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	WE	X	X	A	-	X	X	X
6	Christine Romanik (Quality Improvement Co-Chair)	X	WE	WE	A	X	A	-	X	X	X
7	Mark Sanchez (Membership Finance Co-Chair)	X	WE	WE	X	A	A	-	A	X	A
8	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X	-	X	X	X
	Ryan White Office	X	WE	WE	X	X		-	X	X	A
	Planning Council Staff	X	WE	WE	X	X	X	-	X	X	X
	% of Committee present:	71%	WE	WE	71%	71%	57%	-	75%	100%	88%