

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, November 4, 2016
Start Time: 9:39 am
End Time: 10:24 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 14, 2016

(1.0) Moment of Silence

Roberta called the meeting to order at 9:39 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

- Chris Cole is out with a back problem, we wish him a speedy recovery
- Co-chairs for M/F and SPA will be discussed.

(4.0) Approval of October 14, 2016 Minutes

A motion to approve the October 14, 2016 was made by Joanne Montgomery and seconded Christine Romanik

For: (3) Jenkins, Romanik, Montgomery

Against: (0)

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Heidi Jenkins gave this report:

Here is a summary of our meeting that was held on November 3, 2016

1. We reviewed the minutes from the October 6, 2016 meeting and these were approved.
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 the Medical Case Management Health Insurance Survey with updates made at the last meeting and the committee reviewed this and decided that it's ready for distribution.
4. Staff presented the most current Directives and simple updates were made regarding the terms recipient, sub-recipient and service standards. A discussion took place regarding Directive 1.1 regarding regional allocation and staff presented a comprehensive spreadsheet which included other funding sources for each region. It was decided to make the following changes for Directive 1.1:
 - a. Reduce region 1 regional allocation amount by 1%
 - b. Reduce region 2 regional allocation amount by .5%
 - c. Reduce region 3 regional allocation amount by .5%

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d. Reallocate 1% of these percentages to region 4 and 1% to region 5.

VOTE:

5. The next Strategic Planning and Assessment committee meeting will take place on Thursday, January 5, 2017

QUALITY IMPROVEMENT COMMITTEE

Christine Romanik gave this report:

Here is a summary of our meeting that was held on November 3, 2016:

1. We approved the Minutes from the October 6, 2017 QI 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 updated Medical Case Management service standards and further updates were made. Staff will now present the updated standard. We will now vote to approve this.

VOTE

4. We had a lengthy discussion regarding the federal poverty level and staff presented data that was received from the CT DPH as well as the recipient office.
5. The next meeting will be held on Thursday, January 5, 2017 at the Burrough's Community Center from 12:00pm – 2:00pm.

(6.0) Grantee's Report

- The Grant Application has been submitted.
- They are going out for bid for Planning Council Support
- They will be working on funding to see what type of study can be done next year.

(7.0) New/Old Business

- **Planning Council Training**

Eric Sherr will present on the Care4Today Application for medical adherence

- **Future Planning Council Trainings**

January– Summary of the MCM training session during the January SPA meeting

February – Planning Council New Member Training

- **Review Planning Council Agenda**

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

- **Parking Lot Items**

ITEM	STATUS
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There are none

- **Upcoming Planning Council Meetings**

- a. SPA –Thursday, January 5th, 9:30am – 12:00pm
- b. QI –Thursday, January 5th, 12:00pm – 2:00pm
- c. Executive Committee - Friday, January 13th, November 4th, 9:30am – 10:30am
- d. M/F – Friday, January 13th, 10:30am – 11:30am
- e. Planning Council – Friday, January 13th, 12:00pm – 2:00pm

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- **Announcements**

Heidi Jenkins is considered as Co-Chair for the M/F committee. Lauren Tierney is being considered as Co-Chair for SPA. After discussion, it was decided that these members will take on the Co-Chair positions on their respective committees.

MFAP will be holding their AIDS Gala on Saturday, November 6, 2017.

- **Adjournment** – 10:28 am

Attendance Record - 2016

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A	X	X	X	A	X	X	X	X
2	<i>Chris Cole PC Co-Chair</i>	-	A	X	X	X	X	X	A	X	A
3	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	A	X	X	X	A	X	X
4	Christine Romanik (Quality Improvement Co-Chair)	X	A	X	X	A	X	X	X	X	X
5	Mark Sanchez (Membership Finance Co-Chair)	-	-	-	-	-	-	-	X	X	A
6	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	A	X	X	X
	Ryan White Office	X	X	X	X	X	X	X	X	A	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Committee present:	57%	50%	75%	63%	75%	71%	80%	67%	100%	67%