



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, January 11, 2019  
**Start Time:** 12:00 pm  
**End Time:** 1:35 pm  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from November 9, 2018 meeting minutes

#### (1.0) Moment of Silence

Chris called the meeting to order at 12:00 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (1.0) Welcome and Introduction.

Chris welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

#### (2.0) Co-Chair Announcements

Chris reminded all attendees that meetings are recorded and to please remember to sign in.

#### (3.0) Community Input

There was none

#### (4.0) Approval of November 9, 2018 Meeting Minutes

A motion to approve the November 9, 2018 minutes was made by Joanne Montgomery and seconded by Christine Romanik

**For: (12)** Ardila, Cisneros, Cole, Cuiman, Evans, Garofalo, Gau, Gluz, Muniz, Radocchia, Romanik, Stewart, Teel

**Against: (0)**

**Abstain: (2)** Lame, Montgomery

#### (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 January 3, 2019

1. We voted on and approved minutes from November 1, 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 and made real-time updates to the MCM Client Health Insurance Survey. We will have a MCM training session on this during the SPA meeting on March 7<sup>th</sup>. We will also need to involve the Magellan coordinators due to the data we will need from their system.



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4. We discussed the Special Populations N/A that we are doing. All regions have been contacted with their client lists and case managers will make calls this week and complete them by Friday, January 11<sup>th</sup>.
5. We reviewed our current By Laws and made updates to the committee responsibilities section. We will continue to review this next month as well. Staff was also asked to email the Policies & Procedures Manual to all PC manual for their feedback.
6. We reviewed the scope of work for next year and made updates and will continue to review this as well over the next 2 months.
7. We will also be doing another N/A focusing on HIV & Aging within our EMA. Staff is working on the details at this time.
8. Our next meeting will be held on Thursday, February 7, 2019 from 9:30am – 12:00pm at the Burrough's Community Center.

### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 3, 2019:

1. We voted on and approved the minutes from the November 1, 2018 meeting.
2. We discussed the upcoming monitoring visits that will be conducted for regions 2, 4 and 5 and the process that will take place. This will be a new process that will occur quarterly for each region and much of it is done online.
3. Due to the new monitoring process, any service standard updates will wait until the monitoring visits are over for the 1<sup>st</sup> round within each region. We will also wait on any updates to the Assessment of the Administrative Mechanism tool until this process is done.
4. Joanne and Inthiany will work on a new client satisfaction survey.
5. Our next meeting will be held on Thursday, February 7, 2019 from 12:00pm – 2:00pm at the Burrough's Community Center.
- 1.

### Membership/Finance Committee

Rich Radocchia and Max Cisneros gave the following report:

Here is a summary of our meeting that was held today, January 22, 2019

1. We voted on and approved the minutes from the November 9, 2018 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We reviewed feedback from the November 11<sup>th</sup> PC meeting and all feedback was favorable.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas.
5. We also discussed ways we are trying to recruit new members and Planning Council's participation in World AIDS Day events.

### **(6.0) Recipients Office Report**

Tom Butcher gave the following report:

1. They have submitted 2 RFPs, one to all lead agencies and one for Planning Council support and Quality Assurance monitoring.
2. They have posted the new QA manager position in their office and are waiting on applicants.
3. They are working in conjunction with PC staff on the Getting to Zero campaign in hopes of receiving funding in our EMA in this area.



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4. All contracts are moving through the process.

#### **(7.0) New/Old Business**

##### **Planning Council Training**

Staff presented Committee Responsibilities and the Planning Council Activity Timeline and this was interactive with all attendees. It included all committee responsibilities and where the fit within the PCAT for each committee.

#### **(8.0) Regional Updates**

Region 1: there were none

Region 2: there were none

Region 3: there were none

Region 4: there were none

Region 5: there were none

#### **(9.0) Community Input**

- An attendee expressed a need for support group to be formed to help people like himself living with HIV and having substance abuse issues.

#### **(10.0) Announcements**

#### **(11.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 2:02 pm

#### **Upcoming Planning Council Meetings –**

1. SPA –Thursday, February 7<sup>th</sup>, 9:30am – 12:00pm
2. QI – Thursday, February 7<sup>th</sup>, 12:00pm – 2:00pm
3. Executive Committee - Friday, February 15<sup>th</sup>, 9:30am – 10:30am
4. M/F – Friday, February 15<sup>th</sup>, 10:30am – 11:30am
5. Planning Council – Friday, February 15<sup>th</sup>, 12:00pm – 2:00pm



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### Attendance Record – 2019

|     | <b>Council Member</b>                   | Jan | Feb | Mar | April | May | June | Aug | Sep | Oct | Nov |
|-----|---|-----|-----|-----|-------|-----|------|-----|-----|-----|-----|
| 1.  | Inthiany Ardila                         | X   |     |     |       |     |      |     |     |     |     |
| 2.  | Max Cisneros <b>Co-Chair (MF)</b>       | X   |     |     |       |     |      |     |     |     |     |
| 3.  | Cassandra Cokley                        | A   |     |     |       |     |      |     |     |     |     |
| 4.  | Chris Cole <b>PC Co-Chair</b>           | X   |     |     |       |     |      |     |     |     |     |
| 5.  | Loreen Cuiman                           | X   |     |     |       |     |      |     |     |     |     |
| 6.  | Sabrina Delgado                         | A   |     |     |       |     |      |     |     |     |     |
| 7.  | Thomas Evans                            | X   |     |     |       |     |      |     |     |     |     |
| 8.  | Heather Garofalo                        | X   |     |     |       |     |      |     |     |     |     |
| 9.  | Lauren Gau <b>Co-Chair (SPA)</b>        | X   |     |     |       |     |      |     |     |     |     |
| 10. | Lisa Gluz                               | X   |     |     |       |     |      |     |     |     |     |
| 11. | Heidi Jenkins                           | A   |     |     |       |     |      |     |     |     |     |
| 12. | Albana Lame <b>Co-Chair (QI)</b>        | X   |     |     |       |     |      |     |     |     |     |
| 13. | Clara Langley                           | A   |     |     |       |     |      |     |     |     |     |
| 14. | Joanne Montgomery <b>Co-Chair (SPA)</b> | X   |     |     |       |     |      |     |     |     |     |
| 15. | Raphael Muniz                           | X   |     |     |       |     |      |     |     |     |     |
| 16. | Richard Radocchia <b>Co-Chair (MF)</b>  | X   |     |     |       |     |      |     |     |     |     |
| 17. | Christine Romanik <b>Co-Chair (QI)</b>  | X   |     |     |       |     |      |     |     |     |     |
| 18. | Roberta Stewart <b>PC Co-Chair</b>      | X   |     |     |       |     |      |     |     |     |     |
| 19. | Charlotte Teel                          | X   |     |     |       |     |      |     |     |     |     |
| 20. | Ryan White Office                       | X   |     |     |       |     |      |     |     |     |     |
|     | Planning Council Staff                  | X   |     |     |       |     |      |     |     |     |     |
|     | % of Council present:                   | 79% |     |     |       |     |      |     |     |     |     |

Guests: Jennifer Christina Rizk, Kartisha Hall, Tequetta Valeriano, Charlene Lee, Sarah Lewis-Stowe, Donald Winfrey, Jean Brown, David Colbert, Jamelia Beckford, Tamara Carley, Clunie Jean-Baptiste, Krystle Moore, Aaron Stuart