



# 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, February 15, 2019  
**Start Time:** 12:00 pm  
**End Time:** 1:45 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 January 11, 2019 meeting minutes

#### (1.0) Moment of Silence

Roberta 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.

Roberta 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

Roberta 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 January 11, 2019 Meeting Minutes

A motion to approve the January 11, 2019 minutes was made by Chris Cole and seconded by Lauren Gau

**For: (12)** Ardila, Cisneros, Cole, Cuiman, Evans, Gau, Gluz, Romanik, Stewart, Teel, Lame, Montgomery

**Against: (0)**

**Abstain: (2)** Cokley, Delgado

#### (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 February 7, 2019

1. We voted on and approved minutes from January 3, 2019.
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 discussed the MCM training that will take place on March 7<sup>th</sup> during the regular SPA meeting. Staff will send an e-mail out to all regions requesting a RSVP for all MCMs who are planning on attending.
4. Staff gave an update on the special populations N/A and also displayed preliminary results for the HIV & Aging N/A also taking place now.



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5. We reviewed our current By Laws and made final updates and also reviewed the new Policy & Procedure manual and made final updates as well. **VOTE** to approve By Laws and Policy & Procedure manual, separate votes. Staff emailed both documents to all PC members on Thursday, February 7<sup>th</sup> for review.

Roberta made a motion to approve the 2019 final By Laws with the friendly amendment to the code of conduct section:

**For: (13)** Ardila, Cisneros, Cole, Cuiman, Evans, Gau, Gluz, Romanik, Teel, Lame, Cokley, Delgado, Stewart

**Against: (0)**

**Abstain: (1)** Montgomery

Roberta made a motion to accept the new 2019 Policy & Procedure manual:

**For: (12)** Ardila, Cisneros, Cole, Cuiman, Evans, Gau, Gluz, Romanik, Teel, Lame, Cokley, Delgado

**Against: (0)**

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

6. We also finalized the SPA PCAT for 2019 and this was approved
7. Our next meeting will be held on Thursday, March 7, 2019 from 9:30am – 12:00pm at the Burrough's Community Center. Reminder, this meeting will be the MCM training.

### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on February 7, 2019:

1. We voted on and approved the minutes from the January 3, 2019 meeting.
2. Staff gave an update on the site monitoring visits that are taking place in regions 2, 4 and 5.
3. Joanne presented the client satisfaction survey that she and Inthiany have worked on. Updates were made during the meeting and staff will present the updated document at next month's meeting
4. Attendees made final updates to the QI PCAT and all changes were approved.
5. Our next meeting will be held on Thursday, March 7, 2019 from 12:00pm – 2:00pm at the Burrough's Community Center.

### Membership/Finance Committee

Max Cisneros gave the following report:

Here is a summary of our meeting that was held today, February 15, 2019

1. We voted on and approved the minutes from the January 11, 2019 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We reviewed feedback from the January 11th PC meeting and all feedback was favorable.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas.
5. We approved 2 new applicants entering into the application process and **voted** to approve the renewal application of Inthiany Ardila.



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Roberta made a motion to approve the renewal application of Inthiany Ardila:

**For: (14)** Ardila, Cisneros, Cole, Cuiman, Evans, Gau, Gluz, Romanik, Teel, Lame, Cokley, Delgado, Stewart, Montgomery

**Against: (0)**

**Abstain: (0)**

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

Tom Butcher gave the following report:

1. The RSR is in process for 2018
2. They are also working on the provider report for our EMA.
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.
4. All contracts are moving through the process.

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

#### **Planning Council Training**

Staff presented the video created for the 'Getting to Zero' campaign.

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

Region 1: They are preparing for their part B site visit and working on their RSR.

Region 2: They are busy with audits and RFPs

Region 3: They are preparing for their audit

Region 4: They are busy with audits and RFPs

Region 5: They are preparing and busy with Part A and Part B audits and RFPs

Region 5: there were none

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

There was input regarding the 'Getting to Zero' promotional video. Comments were heard and discussed with opinions that the video perpetuated the stigma of HIV.

### **(10.0) Announcements**

Kartisha will email announcement to staff for the website

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

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:45pm pm

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

1. SPA –Thursday, March 7<sup>th</sup>, 9:30am – 12:00pm



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

Planning

**Attendance Record – 2019**

	<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Max Cisneros <b>Co-Chair (MF)</b>	X	X								
3.	Cassandra Cokley	A	X								
4.	Chris Cole <b>PC Co-Chair</b>	X	X								
5.	Loreen Cuiman	X	X								
6.	Sabrina Delgado	A	X								
7.	Thomas Evans	X	X								
8.	Heather Garofalo	X	A								
9.	Lauren Gau <b>Co-Chair (SPA)</b>	X	X								
10.	Lisa Gluz	X	X								
11.	Heidi Jenkins	A	A								
12.	Albana Lame <b>Co-Chair (QI)</b>	X	X								
13.	Clara Langley	A	A								
14.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X								
15.	Raphael Muniz	X	A								
16.	Richard Radocchia <b>Co-Chair (MF)</b>	X	A								
17.	Christine Romanik <b>Co-Chair (QI)</b>	X	X								
18.	Roberta Stewart <b>PC Co-Chair</b>	X	X								
19.	Charlotte Teel	X	X								
20.	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	79%	74%								

Guests: Jennifer LoSchiavo, Christina Rizk, Kartisha Hall, Tequetta Valeriano, Charlene Lee, Sarah Lewis-Stowe, Jean Brown, David Colbert, Jamelia Beckford, Clunie Jean-Baptiste, Aaron Stuart