



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Joanne Montgomery & Lauren Gau, Co-Chairs

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, February 7, 2019
Start Time: 9:31 am
End Time: 11:36 am
Location: Burrough's Community Center
Presiding Chair: Joanne Montgomery
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 3, 2019 meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws

Staff Member Assignments

(1.0) Moment of Silence

Joanne called the meeting to order at 9:31 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

There were none

(4.0) Approval of January 3, 2019 Meeting Minutes

Chris Cole made a motion to approve the meeting minutes from January 3, 2019 and Rich Radocchia seconded it.

For: (5) Stewart, Ardila, Radocchia, Gau, Lame

Against: (0)

Abstain: (4) Teel, Garofalo, Cole, Montgomery

(5.0) New Business/Old Business

- **Review the Strategic Planning and Assessment Planning Council Activity Timeline**
The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.
- **Review Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White**
Attendees discussed the MCM training that will take place on March 7th during the regular SPA meeting. This training will include how to conduct the client health



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insurance survey as well as the CIPA process and an MCM forum were case managers have the opportunity to discuss their experiences out in the field.

- **Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information**

Staff updated the committee on the current special populations N/A currently going on. Feedback has been good. Region 1 discussed concerns they are having with the number of surveys clients are asked to take and how it can be overwhelming. Discussion took place on how to make surveys more manageable.

- **Define One New Study and Present Results**

Staff updated the committee and presented preliminary results on the HIV and aging N/A currently going on.

- **Review By Laws and Policy & Procedure Manual**

Staff presented updated the Planning Council By Laws and the new Policy & Procedure manual. Staff will email out the By Laws and Policy & Procedure manual for review by all PC members before the final vote is taken at the Planning Council meeting next week:

Chris Cole made a motion to accept the updated Planning Council By Laws and Inthiany Ardila seconded it:

For: (8) Stewart, Ardila, Radocchia, Gau, Lame, Teel, Garofalo, Cole

Against: (0)

Abstain: (1) Montgomery

Roberta Stewart made a motion to accept the updated Planning Council By Laws and Rich Radocchia

For: (8) Stewart, Ardila, Radocchia, Gau, Lame, Teel, Garofalo, Cole

Against: (0)

Abstain: (1) Montgomery

- **Review Scope of Work for Next Year**

Staff presented the updated PCAT for the upcoming year and made final updates based on attendee comments.

Roberta Stewart made a motion to approve the 2019 SPA PCAT and Inthiany Ardila seconded it:

For: (8) Stewart, Ardila, Radocchia, Gau, Lame, Teel, Garofalo, Cole

Against: (0)

Abstain: (1) Montgomery



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The Recipient was asked discussed what was going on in his office and he discussed the new CQM process underway and will go into greater detail during the Quality Improvement meeting.

- **Unresolved Parking Lot Items**

Parking Lot Summary

ITEM	STATUS
Update PCAT based on standardized data requests.	May – unduplicated client count by service category by region - Recipient June – expenditures by service category by region – Lakeisha This is now closed as it is on the 2019 PCAT
Ask for Medicaid Expenditures from DSS for GY 2018 in March	We will ask Charlotte to request this information for us in March to use for our 2020 PSRA process.
Request regional leads to prepare presentation on RW funded services and what they use these funds for within each service.	Updated 1/3: Regional Leads will be asked to attend the SPA meeting on April 4 th and share this information with the committee.
Procedures discussed to ensure Ryan White is the payer of last resort.	New

(5.0) **Announcements**
 There were none

(6.0) **Adjournment**
 The meeting adjourned at 11:36 am



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Strategic Planning and Assessment Committee Attendance Record – 2019

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Max Cisneros	X	A								
3.	Cassandra Cokley	A	A								
4.	<i>Christopher Cole PC Co-Chair</i>	A	X								
5.	Loreen Cuiman	A	A								
6.	Sabrina Delgado	A	A								
7.	Thomas Evans	A	A								
8.	Heather Garofalo	A	X								
9.	Lauren Gau Co-Chair	X	X								
10.	Heidi Jenkins	A	A								
11.	Lisa Gluz	A	A								
12.	Albana Lame	X	X								
13.	Clara Langley	A	A								
14.	Joanne Montgomery Co-Chair	A	X								
15.	Raphael Muniz	A	A								
16.	Richard Radocchia	X	X								
17.	Christine Romanik	A	A								
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
19.	Charlotte Teel	A	X								
20.	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	32%	47%								

Guests: David Colbert, Nick Boshnack, Charlene Lee, Tequetta Valeriano, Christina Rizk, Tamara Cloey