



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, October 13, 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 September 15, 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

There were none

(4.0) Approval of September 15, 2017 Minutes

A motion to approve the September 15, 2017 was made by Joanne Montgomery and seconded Christine Romanik.

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

Against: (0)

Abstain: (3) Stewart, Sanchez, Lame

(5.0) Planning Council Committee Reports

STRATEGIC PLANNING AND ASSESSMENT

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on October 5, 2017

1. We voted on and approved minutes from June 1, 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 and Staff will present the final version of these at the November meeting.
4. Staff presented Directives for FY 2018 and updates were also made during this meeting. The final version of these will be presented at the November meeting.
5. Staff also presented the review from HRSA of the CT Integrated Plan. This was reviewed by the committee and based on the feedback, it was decided that we will look into where and how HIV testing is being done within our EMA.



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6. Our next meeting will be held on Thursday, November 2nd 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 October 5, 2017:

1. We voted on and approved the minutes from the June 1, 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. Staff will make final updates to this standard and it will be presented at the November meeting.
4. The Quality Improvement Plan was reviewed with updates and approved by the committee.
5. Our next meeting will be held on Thursday, November 2nd, from 12:00pm – 2:00pm at the Burrough's Community Center.

(6.0) Recipient's Report

- On October 25, 2017 they will be submitting the grant application.
- They are preparing for the site visits in November.

Joanne Montgomery made a motion to extend the meeting by 5 minutes and Lauren Gau seconded it:

For: (8) Gau, Montgomery, Romanik, Jenkins, Stewart, Sanchez, Lame, Cole

Against: (0)

Abstain: (0)

(7.0) New/Old Business

- **Planning Council Training**

There will be a presentation by Heidi Jenkins on the DIS program with the CTDPH.

- **Future Planning Council Trainings**

November – Directives by the SPA Committee Co-Chairs

January – to be decided in November

- **Review Planning Council Agenda**

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



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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, November 2nd, 9:30am – 11:30am
- Quality Improvement – Thursday, November 2nd, 12:00pm – 2:00pm
- Executive Committee - Friday, November 3rd, 9:30am – 10:30am
- Membership/Finance – Friday, Friday, November 3rd, 10:30am – 11:30am
- Planning Council – Friday, Friday, November 3rd, 12:00pm – 2:00pm

- Announcements**

AIDS Project Greater Danbury is having their open house on Wednesday, October 18th at 11:00am at 83 West Street, Danbury CT.

- 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	
2	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	WE	WE	X	X	X	-	X	X	
3	Heidi Jenkins (Membership Finance Co-Chair)	X	WE	WE	X	A	X	-	X	X	
4	Albana Lame (Quality Improvement Co-Chair)	-	-	-	-	-	-	-	A	X	
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	A	WE	WE	X	X	A	-	X	X	
6	Christine Romanik (Quality Improvement Co-Chair)	X	WE	WE	A	X	A	-	X	X	
7	Mark Sanchez (Membership Finance Co-Chair)	X	WE	WE	X	A	A	-	A	X	
8	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X	-	X	X	
	Ryan White Office	X	WE	WE	X	X		-	X	X	
	Planning Council Staff	X	WE	WE	X	X	X	-	X	X	
	% of Committee present:	71%	WE	WE	71%	71%	57%	-	75%	100%	

Planning Council Guests: Gerald Lewis, Clara Langley