



# 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

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**Meeting Date:** Friday, September 14, 2018  
**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 August 10, 2018 meeting minutes

**(1) 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) 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) Co-Chair Announcements**

Roberta discussed the Membership Finance committee being put back on the committee meeting schedule.

**(3) Community Input**

There was none

**(4) Approval of August 10, 2018 Meeting Minutes**

A motion to approve the August 10, 2018 minutes was made by Chris Cole and seconded by Christine Romanik

**For: (8)** Cole, Gau, Montgomery, Ardila, Lame, Muniz, Jenkins, Garofalo

**Against: (0)**

**Abstain: (6)** Evans, Radocchia, Cokley, Cisneros, Stewart, Romanik

**(5) Planning Council Committee Reports**

**Strategic Planning & Assessment Committee**

Joanne Montgomery gave the following report:

1. We voted on and approved minutes from June 7, 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 the feedback from the PSRA meeting and have requested to see the calculation spreadsheet for cost per client by region for service categories. This will allow us to identify the areas we need to focus on.
4. We also reviewed the service category definitions. Staff will prepare a side by side comparison of HRSA service definitions and ours in order to update these accurately.



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5. We determined that the parking lot item regarding Expenditures by service category from DSS was not possible, so we will be requesting total expenditures by region at the end of the grant year to use during our PSRA process.
6. We will also look at ALL other funding sources in each region and ask region leads to provide us with this information to see if we should include these during the PSRA process.
7. Our next meeting will be held on Thursday, October 4, 2018 from 9:30am – 12:00pm at the Burrough's Community Center.

Quality Improvement Committee

Christine Romanik gave the following report:

1. We voted on and approved the minutes from the June 7, 2018 meeting.
2. We reviewed the Assessment of the Administrative Mechanism process and identified areas that we will change. Staff will begin by separating the survey tool into 2 separate surveys, one for Subs and one for sub subs.
3. We added a parking lot item to develop a client satisfaction survey
4. We will begin looking at service standards in conjunction with what services the SPA committee identifies as needing updating.
5. Our next meeting will be held on Thursday, October 4<sup>th</sup> from 12:00pm – 2:00pm at the Burrough's Community Center.

**(6) Recipients Office Report**

Tom Butcher gave the following report:

- They are currently working on the grant application.
- They are also working through needed staff changes.
- Once these items are completed they will continue their work on the new CQM process and what that will look like and prepare a launch for the new process.

**(7) New/Old Business**

**Planning Council Training**

Jeff Daniel presented a training on Directives. This training included the following:

1. Roles/Duties of the CEO, Recipient and Planning Council
2. Explanation of the Directives process
3. A presentation on our most current Directives

**(8) Regional Updates**

Region 1: Consumer committee of the regional group is active again and meeting regularly. Valeris Spencer came and did a Cultural Competency training and it was wonderful. There were many providers in attendance at USCA and the focus was on transgender topics and aging topics. They are working their data to ensure is accuracy for their RSR.

Region 2: there were none

Region 3: They are looking at their data more closely

Region 4: there were none

Region 5: The City of Danbury was designated as a safe recovery city, the first in the state. Valerie Spencer gave a training on Cultural Competency and it was well attended. They hired



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another P.A. which will allow them to bring on more clients. This is for all clients, not just HIV+ clients.

**(9) Community Input**

- An attendee spoke about how important this meeting has been to her and has helped her during a difficult time.
- Trinity Church in New Haven has a wonderful spiritual group and the Yale Community Van sits outside the church during this time. They help to feed, cloth and educate people who are in need.

**(10) Announcements**

- APNH is celebrating 35 years of service to the Greater New Haven Community. They will be providing lunch and refreshments on Wednesday, October 10, 2018 at 12:00pm at 1302 Chapel Street. They will be announcing a new name, mission and vision for APNH. On October 13<sup>th</sup> they are having a BBQ at Common Ground High School. On November 2<sup>nd</sup> they are having an even at the Bow Tie theatre in New Haven. The Gay Men's chorus will be in attendance and it's a fundraiser for their agency.
- CTDPH is going to be taking over CADAP and CIPA. They are in process of hiring a new vendor, Magellan, and this is going to be effective on November 1<sup>st</sup>. The training materials will be available on September 18<sup>th</sup>. They will be available online through CTDPH. Letters will be mailed out to all clients (or their case managers) who receive CIPA and/or CADAP. Dante Genero has been hired by DPH and will be helping community agencies and helping them to develop social campaigns.
- A Bingo Fundraiser is being held by MFAPP. They are also having their Red Ribbon Gala. These flyers will be sent to staff to be put on the ryanwhitecare.org website.

**(11) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:20pm

**Upcoming Planning Council Meetings –**

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



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**Attendance Record – 2018**

<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
Inthiany Ardila	X	X	X	X	X	A	X	X		
Max Cisneros	X	X	X	X	X	X	A	X		
Cassandra Cokley	X	A	X	X	A	X	A	X		
Chris Cole <i>PC Co-Chair</i>	A	A	X	X	X	X	X	X		
Wallace Daniels	X	X	X	X	A	A	A	A		
Sabrina Delgado	X	X	A	X	X	A	X	A		
Thomas Evans	A	X	A	X	X	A	A	X		
Heather Garofalo	X	X	A	X	A	A	X	X		
Lauren Gau <b>Co-Chair (SPA)</b>	X	X	X	X	X	X	X	X		
Heidi Jenkins	A	A	X	A	A	X	X	X		
Albana Lame <b>Co-Chair (QI)</b>	X	X	X	X	X	X	X	X		
Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	X	X	X	A	X	X		
Raphael Muniz	X	X	A	X	X	A	X	X		
Richard Radocchia	-	-	-	-	X	X	A	X		
Christine Romanik <b>Co-Chair (QI)</b>	X	A	X	X	A	X	A	X		
Mark Sanchez	X	A	A	X	X	X	A	A		
Roberta Stewart <i>PC Co-Chair</i>	X	X	X	X	X	X	X	X		
Charlotte Teel	X	X	X	X	X	X	X	A		
Ryan White Office	X	X	X	X	X	X	X	X		
Planning Council Staff	X	X	X	X	X	X	X	X		
% of Council present:	73%	60%	55%	77%	61%	59%	58%	78%		

Guests: Jennifer LoSchiavo, Clara Langley, Loreen Cumin, Lisa Gluz, Kelli McDermott, Christina Rizk, Sara Burns, Jamelia Beckford