



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee
Meeting Summary**

Meeting Date: Friday, November 18th, 2011
Start Time: 10:38 am
End Time: 11:50 am
Location: Burroughs Community Center
Presiding Chair: Leif Mitchell
Recorder: Jenice Contreras, Collaborative Research Staff

Summary of Committee Business Votes

- Minutes of October 14th, Executive Committee meeting

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 10:38am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Leif welcomed everyone, and recommended that we forego introductions since the group is small and everyone knows each other.

(3.0) Co-Chair Announcements

NO call with Project Officer has taken place in a while. T Butcher spoke with the PO. She is willing have a call bi-monthly or quarterly, as desired by the EMA. T Butcher and L Mitchell will work out an ongoing teleconference schedule with the Project Officer. Will be discussing Committee Meeting schedule due to the December conflict with World AIDS Day.

(4.0) Approval of Minutes from October 14th, 2011 Meeting Summary

Brian Kuerze moved that the minutes of the Executive Committee meeting be approved.

Adeline DeMarrais seconded the motion.

For: Roberta Stewart, Caesar Moffet, Jr., Beverly Leach

Against: None

Abstain: Ken Teel, Leif Mitchell, Joanne Montgomery

Motion Moved

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Adaline DeMarrais the following Membership/Finance Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the November work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from October. The feedback was very good. (Summation is attached to this email). Guest commented on that people need to be careful of what they say as it might be offensive to other participants. DISCUSSION by M/F: Have



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Council Co-Chairs bring this up during PC Co-Chair announcements. Also have Council Co-Chairs announce that the PC meeting is the BUSINESS meeting of the Council. It's not an appropriate venue to discuss service related issues (housing for example)...those items need to be discussed at the regional care continuum meetings and during Council committee meetings. It is important that Consumers have the opportunity to bring items to the Council but it's also important for Consumers/guests to understand the limitations of the Council, especially during the monthly BUSINESS MEETING. We don't want consumers leaving the PC meeting dissatisfied but problem resolution occurs at the regional planning level--Roberta asked that "Public Comment" on the PC agenda be better defined by the Council Co-Chairs so that the Public understands it.

3. The Committee reviewed the Planning Council reflectiveness. The Council is at 36% non-conflicted consumer with a goal of 33%. The Council is still seeking at Medicaid representative as well as Hispanic; Male and non-conflicted consumers.
4. The Committee reviewed the Planning Council attendance. Several other Council members have three absences and they have been notified of the need to attend meetings. It was expressed to ensure that individuals with poor attendance are not just getting back on council. Must follow the re-approval process and be committed.
5. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness. At the December (New Haven) and January (Bridgeport) PC Meetings, the Council will use these meetings as recruitment sessions. Action items and owners:
 - a. List local care continuum meeting date/time/location for distribution at PC meeting (to encourage consumer involvement at the local planning level)--staff
 - b. Develop a Frequently Asked Question (FAQ) sheet about Council operations—staff
 - c. Invite consumers via Local Medical Case Managers; create a flyer for distribution—staff; New Haven: Andrew Lyons and Bob Sideleau
 - d. Bring applications (English and Spanish)—staff
 - e. Incentives—staff
 - f. Name tags—color coded with assigned PC leader to de-brief consumers after PC meeting (fill out feedback form and distribute incentive)--staff
 - g. Testimonials—December: Andrew Lyons and Beverly Leach (both agreed at the meeting to give a 3-5 min testimonial on why they joined the PC)
 - h. Finalize all
6. Mark Aceto gave an expenditure report. The committee was concerned about the low Early Intervention Services expenditure rate in Region 2 (Waterbury) and asked for further clarification.
7. Next meeting is Thursday, December 1st from Noon to 2 p.m. at Burroughs
8. Follow up needed on the membership status of Michael Contreras.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the November work activities assigned to the committee.
2. Early Intervention Services Model Review—will discuss after the EIS Summit, which is being held on 11/15 and sponsored by the Ryan White Office.
3. EIIHA strategies review, discussion, action and update (discussed in Comp. Plan section of agenda).



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4. The Committee spent most of the meeting focusing on the Comprehensive Plan guidance issued by Health Resources Services Administration (HRSA). The Committee read the guidance and reviewed steps for data collection. The committee will spend the next five months working the Comp. Plan. In the Comp. Plan guidance has areas that include Early Intervention Services, Unaware strategies and needs assessment activities to inform the plan.
5. Needs Assessment Activity discussion (discussed in Comp. Plan section of agenda).
6. Next meeting is Thursday, December 1st from 2 to 4 p.m. at Burroughs in Bridgeport

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement Report:

- Met Nov 4th. Meeting included summary of the three types SOC measures, global measures (care out of care/new to care/improved or worsen) HRSA HAB measures.
- Discussion took place on conducting a chart audit of the performance measures from 2007 through 2011 in the category of AOMC and compare charts to CareWare data.
- Discussed having crib sheets for data entry staff to ensure consistency of data entry
- 3,000 military returned to CT and 1/3 may be infected with HIV according the Veteran's Administration.
- Discussed the importance of involving other delivery systems involved in Planning Council such as the Veteran's Administration.

(6.0) Grantees' Report

Tom Butcher reported:

- EIS Summit was a success. Five region EIS Staff and administration, representatives from DPH unit and Part B. Approximately 40 participants. Region activities varied from start up to ongoing implementation. Delay starts were related to the delayed funding issues faced this program year. Looked at models and innovative approaches to EIS throughout the EMA.

(7.0) New/Old Business

- a. Review of PCAT
 - i. The Committee reviewed the Executive Committee PCAT and determined the committee is on track with assigned work duties
- b. Review of Planning Council Agenda
 - i. The Committee reviewed the PC agenda
- c. Planning Council Training review and discussion- Discussion related to the development of the FAQ and committee overview and accomplishments. December in New Haven January in Bridgeport. A flyer was to be created in English and Spanish. Gift cards will be provided for guest consumers.

(8.0) Planning Council Committee meetings

- MF – Thursday, December 1st, Noon to 2 p.m. (Bridgeport)
- SPA –Thursday, December 1st, 2 p.m.-4 p.m. (Bridgeport)
- QI –Friday, December 2nd, Noon-2 p.m.(Bridgeport)
- Executive – Friday, December 9th, 10:30 a.m. to 11:30 a.m. (New Haven)
- Planning Council- Friday, December 9th, Noon-2 p.m. (New Haven)

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Roberta Steward presented a Motion to move MF and SPA from December 1st to December 8th (same time) due to conflict with World AIDS Day. If an individual cannot make it to the meeting, they will be excused without penalty. Caesar Moffet, Jr. 2nd the motion.

Discussion: None

For: Adeline DeMarrais, Beverly Leach

Abstain: Ken Teel, Leif Mitchell, Joanne Montgomery, Brian Kuerze

Motion moved

(9.0) Announcements

- Charlotte Burch announced stepping down from the Planning Council. She thanked the group for all the knowledge and support she has received throughout the years.
- Recovery Network of Programs at December 6th activity. \$15 fee. If unable to pay, you can call Joanne Montgomery.

(10.0) Adjournment

The meeting adjourned at 11:50 am.

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Attendance Record - 2011

	Council Member	1/13	2/17	3/10	4/14	5/12	6/9	7/14	8/11	9/8	10/13	11/17	12/8
1.	Adaline DeMarrais (Membership/Finance Co-Chair)	A	X	X	X	X	A	X	X	X	X	X	
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	X	X	X	X	
3.	<i>Beverly Leach PC Co- Chair</i>	X	X	X	X	X	X	A	X	X	X	X	
4.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X	X	X	X	X	X	A	X	
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)							X	X	A	X	X	
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A	X	X	A	X	
7.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	X	X	X	X	
8.	Ken Teel (Quality Improvement Co-Chair)							X	A	A	A	X	
	Ryan White Office	X	X	X	X	X	A	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X	X	
	% of Committee present:	75%	75%	75%	100%	100%	83%	75%	88%	75%	63%	100%	