



*Leif Mitchell & Beverly Leach, Co-Chairs*

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**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, January 11, 2013  
**Start Time:** 10:45 am  
**End Time:** 11:27 am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the November 1, 2012 meeting.

**(1.0) Moment of Silence**

Leif called the meeting to order at 10:45 am. 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 asked members to introduce themselves.

**(3.0) Co-Chair Announcements**

- Roberta has all of our well wishes for a speedy recovery
- Beverly 's son is sick and she will be staying with him out of state to help him with is recovery
- A call will take place with our new project officer Sera Morgan on Wednesday, January 16<sup>th</sup> at 3:00pm

**(4.0) Approval of November 1, 2012 Minutes**

A motion to approve the minutes was made by Caesar Moffet and seconded by Joanne Montgomery.

**For: (3)** Caesar Moffett, Joanne Montgomery, Andrew Lyons

**Against:** None

**Abstain: (2)** Brian Datcher, Leif Mitchell

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Andrew Lyons, Membership/Finance Co-Chair, gave the following report:

1. The PCAT for January was reviewed and all items were on track.
2. The Consumer Forum was held on December 6<sup>th</sup> at Waterbury Hospital from 1:00pm – 3:00pm. There were 25 attendees and 6 new member applications.
3. Membership Application – we have one membership application in process where the individual has one more Planning Council meeting to attend to satisfy that requirement.
4. The PCAT was reviewed for Fiscal Year 2013 and the following items were added to the timeline:
  - Membership training will be in May and November
  - Consumer Forums will be in June and December



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- Carryover Request will be in November
5. The committee reviewed the attendance and all attendance was found to be accurate. Ric Browne has perfect Planning Council attendance. All attendance will be reset to start the New Year.  
Analyze PC membership for federal reflectiveness mandate and we are still having trouble filling the medicaid position.

The grantee reported that they are submitting 3 rfps for services, planning council support and quality improvement. They also explained to the committee what is involved in the carryover request and that this year's carryover request in the amount of \$22,000 was made for labs.

6. The next meeting will be held on Thursday, February 7, 2012 at the Burrough's Community Center from 12:00pm – 2:00pm.
7. ALL future meetings will be held at the Burrough's Community Center from now on.

Also, a letter was received by an individual hoping to know about the Planning Council. We currently have their application on file

#### **b. STRATEGIC PLANNING & ASSESSMENT**

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The minutes from November 1, 2012 were reviewed and approved.
2. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the work activities assigned to the Committee
3. The Planning Activity Timeline for FY2013 was evaluated and now reflects more accurate time frames for tasks:
4. A discussion took place regarding 2013 PSRA and the 2 new needs assessments that were defined. The first will be with Newly Release and Previously Incarcerated Individuals and the second will be with MSM Youth (under the age of 24). Also, the method in which RW funds are allocated across all 5 regions will be looked at and evaluated. There will be research done to see if using Viral Load data along with what regions PLWHA are being treated can be used to determine the allocated funding instead.
5. The parking lot issue regarding people who are in need of RW services from an agency where there is no more RW funding available but who are receiving services anyway at the expense of the agency. These individuals are still captured in CareWare and there needs to be research done to evaluate this number and how it can be used regarding the 2013 PSRA.
6. The 2012 By Laws were reviewed and it was determined that only minimal changes were necessary. Updating the dates to bring it current along with adding the 'Parking Lot' to the PC agenda listed on page 9 and 1 typographical error on page 2.
7. All future meetings will be held at The Burrough's Community Center.
8. The next SPA meeting will be held on February 7, 2013 from 2:00pm – 4:00pm.

#### **c. QUALITY IMPROVEMENT**

Brian Datcher gave the following Quality Improvement Report:



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1. The PCAT for January was reviewed and all items were on track.
2. The PCAT for 2013 was reviewed and all items and time frames were accurate.
3. The next meeting will be held on Friday, February 8, 2012 at the Burrough's Community Center from 12:00pm – 2:00pm.
4. ALL future meetings will be held at the Burrough's Community Center from now on.
5. The MCM Standards of Care POD Session began immediately after the committee meeting. Rhonda Stewart led the discussion for the providers who attended and they discussed the changes made to this document since the previous POD session and continued to talk about future revisions.

**(5.0) Grantee's Office Reports**

Tom Butcher, Program Director, gave the following report:

- The RFP for services has gone out to bid and is due back by February 5<sup>th</sup>
- The remaining 2 RFPs for Planning Council Support and Quality Improvement will be going out next week and are due back on February 19<sup>th</sup>.
- Tom requested help from the Executive Committee with reviewing the proposal's that will come back for Planning Council Support. Joanne and Leif offered their assistance.

**(6.0) New/Old Business**

**a. Planning Council Training**

Tom will be giving a summary of the All Grantee Meeting that took place in November in Washington, DC for Planning Council.

**b. Parking Lot Items –**

- There is an open item that the SPA committee will address and include in their PSRA discussions regarding RW patients who are in need of services although the funding for those services has run out. The provider in some cases will provide those services at their own expense. This can be tracked through CareWare.

**(7.0) Planning Council Committee Meetings**

**ALL FUTURE MEETINGS WILL BE HELD AT THE BURROUGH'S COMMUNITY CENTER**

- a. MF – Thursday, February 7<sup>th</sup>, 12:00pm – 2:00pm
- b. SPA –Thursday, February 7<sup>th</sup>, 2:00pm – 4:00pm
- c. QI –Friday, February 8<sup>th</sup>, 12:00pm – 2:00pm
- d. Executive – Friday, February 15<sup>th</sup>, 10:30am - 11:30am
- e. Planning Council- Friday, February 15<sup>th</sup>, 12:00pm – 2:00pm

**(9.0) Announcements – there were no announcements**

**(10.0) Adjournment - 11:27am**

**Attendance Record - 2013**

**Ryan White EMA Planning Council**  
*New Haven and Fairfield Counties*



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	<b>Council Member</b>	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X									
2.	<i>Beverly Leach PC Co-Chair</i>	A									
3.	<i>Leif Mitchell PC Co-Chair</i>	X									
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X									
5.	Joanne Montgomery (Strategic Planning & Assessment Co- Chair)	X									
6.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	A									
7.	Ken Teel (Quality Improvement Co-Chair)	A									
8.	Andrew Lyons (Membership/Finance CoChair)	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Committee present:	63%									

Planning Council members in attendance: Alex Ortiz