



Executive Committee Meeting Minutes

Meeting Date: Friday, August 9, 2013
Start Time: 10:39am
End Time: 11:30 am
Location: The Burrough's Community Center
Presiding Chair: Beverly Leach
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the July 19, 2013

(1.0) Moment of Silence

Beverly called the meeting to order at 10:39am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Beverly welcomed everyone and asked members to introduce themselves.

(3.0) Co-Chair Announcements

- No announcements were made.

(4.0) Approval of July 19, 2013 Minutes

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

For: (3) Moffett, Montgomery, Stewart

Against: None

Abstain: (1) Leach

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

- The minutes from July 11, 2013 were reviewed and approved.
- The committee is still looking for a new co-chair. Roberta summarized the events that have taken place to date in this process. There are (2) interested Planning Council members. This top will be discussed at the Executive Committee meeting next week.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- The topic of 'Assist in the Assessment of the Administrative Agency' was discussed and the Grantee will have their summary ready in September.



Beverly Leach & Roberta Stewart, Co-Chairs

- 2010 Newly Dx – 3
 - 2012 MSM NA – 3
 - 2012 Foreign Born NA - 3
 - Youth MSM – 3
 - 2012 Quality Improvement – 5
 - 2012 Return to Care NA – 3
 - IRR NA – 3
- The next SPA meeting will be held on Thursday, September 5, 2013 from 10:00am – 12:00pm.

c. QUALITY IMPROVEMENT

Ken Teel gave the following report for the Quality Improvement Committee:

- The minutes from May 4, 2013 were not voted on due to lack of quorum. These will be voted on at September's meeting.
- A discussion took place regarding the day/time of this committee's meeting. There was a recommendation to move this meeting to the 1st Thursday of each month from 12:00pm – 2:00pm.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- Kyle presented on the Selection of Special Populations for Formula/Supplemental Grant Application. Due to lack of quorum, this will be voted on at Planning Council on August 9th and will require a 1st and 2nd motion with discussion. VOTE: To accept the following special populations:
 - African American
 - Aged (50 years of age or older)
 - Heterosexual
 - Latino/a
 - IDU
 - MSM
- Kyle also reviewed the Clinical Quality Improvement Section (Section 7 of the Grant). It's only 5 points but data from QI and Site Visits heavily populates Section 1. Demonstrated Need (34 points) and Section 2. Early Identification of HIV/AIDS in those Unaware or EIIHAA (33 points) for total of 72/100 points.
- Parking Lot Item: Can this committee receive a report regarding how many agencies per region were required to receive technical support, what type of TA was needed and did it occur. There was a great deal of discussion about this topic. Another parking lot item is regarding staff: Could staff have an evaluation (anonymous) that they ask providers to fill out regarding their experience during the site visit preferably online.
- Ken expressed his deep regret that he will be unable to continue in his role on the QI committee as co-chair. He will try to stay on until another co-chair is found.
- The next meeting will be held on Thursday, September 5, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm if this meeting time is approved.



(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- Tom compiled the service utilization information and resource allocation information that was requested and has given this information to Jeff to use when working on the resource allocation process.
- The site visit report was received by the Grantee and their response has been sent back.
- The Assessment of the Administrative Mechanism was received by the Grantee from Planning Council Staff and they have gone through all the data and these spreadsheets will be sent to Jeff to be reviewed by the Executive Committee in September.
- Contract amendments are being worked on since the existing contracts are set to expire on August 31st and these need to be amended.

(6.0) New/Old Business

- **Planning Council Training**

Jeff will present on Priority Settings today at the Planning Council meeting.

- **Parking Lot Items**

There are no parking lot items

(7.0) Planning Council Committee Meetings

- SPA –Thursday, October 3rd, 10:00am – 12:00pm
- QI –Thursday, October 3rd, 12:00pm – 2:00pm
- MF – Thursday, October 3rd, 2:00pm – 4:00pm
- Executive Committee – Friday, October 11th, 10:30am – 11:30am
- Planning Council- Friday, October 11th, 12:00pm – 2:00pm
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(8.0) Announcements

There were no announcements

(10.0) Adjournment - 11:30am

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Beverly Leach & Roberta Stewart, Co-Chairs

Attendance Record - 2013

	Council Member	Jan	Feb	Mar	Apr	May	Jul	Aug	Sep	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X	X	X	X	A	X	A			
2.	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	-	-	-	-	-	-	A			
3.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X	A	X			
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X	X	A	X	X			
5.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A	A	A	X	X			
6.	<i>Roberta Stewart PC Co-Chair</i>	A	A	X	X	X	X	X			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Committee present:	63%	50%	63%	75%	43%	67%	71%			