



*Roberta Stewart & Brian Kuerze, Co-Chairs*

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**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, March 13, 2015  
**Start Time:** 9:35 am  
**End Time:** 10:20am  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Brian Kuerze  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the February 13, 2015

**(1.0) Moment of Silence**

Brian called the meeting to order at 9:40 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Brian welcomed everyone.

**(3.0) Co-Chair Announcements**

- Jerod Geter has resigned due to taking a new position with another company. We will need to find another co-chair for the Membership/Finance committee. Different Planning Council members were discussed who may be interested.

**(4.0) Approval of February 13, 2015 Minutes**

A motion to approve the minutes from Friday, February 13, 2015 was made by Joanne Montgomery and seconded by Ric Browne

**For: (5)** Ortiz, Montgomery, Muniz, McLellan, Browne

**Against:** None

**Abstain: (1)** Kuerze

**(5.0) Planning Council Committee Reports**

**a. STRATEGIC PLANNING & ASSESSMENT**

There was no meeting in March due to a snow storm. We will be voting on the 2014 By-Laws in the Planning Council meeting today. Staff will also send out the MCM Insurance Survey to all Planning Council meetings prior to next month's meeting. After that meeting in April it will be determined if there is a need for a 'make-up' meeting in the near future.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, April 2, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

**b. QUALITY IMPROVEMENT**

There was no meeting in March due to a snow storm. A discussion took place regarding the tasks that need to be completed due to the absence of meetings over the last (2) months. Tom Butcher explained all these items and how we will address these.



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The next Quality Improvement meeting will be held on Thursday, April 2, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

**(5.0) Grantee's Report**

Tom Butcher, the grantee presented on this.

- Tom received about 80% of last year's award and he'll be sending out award letters and will be moving forward with contracts.
- We will vote on these regional allocations during the Planning council meeting.
- He'll be working on the Planning Council and QI contract earlier this year.
- Arvil is working on the RW services report at this time.

**(6.0) New/Old Business**

• **Planning Council Training**

Thomas will be giving a presentation on the Ryan White Services in detail.

• **Future Planning Council Trainings**

- i. April – The Treatment Cascade with combined data from our EMA and State of Connecticut

• **Review Planning Council Agenda**

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

• **Parking Lot Items**

1. Planning Council guest policy to be determined.

• **Upcoming Planning Council Meetings**

- SPA –Thursday, April 2<sup>nd</sup>, 10:00am – 12:00pm
- QI –Thursday, April 2<sup>nd</sup>, 12:00pm – 2:00pm
- MF – Friday, April 10<sup>th</sup>, 10:30am – 11:30am
- Executive Committee – Friday, April 10<sup>th</sup>, 9:30am – 10:30am
- Planning Council- Friday, April 10<sup>th</sup>, 12:00pm – 2:00pm

• **Announcements**

There were none

• **Adjournment – 10:17 am**

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



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**Attendance Record - 2015**

|   | <b>Council Member</b>  | Jan | Feb | Mar | Apr | May | June | Aug | Sep | Oct | Nov |
|---|--|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|
| 1 | Ric Browne<br>(Quality Improvement Co-Chair)                       | X   | X   | A   |     |     |      |     |     |     |     |
| 2 | Heidi Jenkins<br>(Strategic Planning & Assessment<br>Co-Chair)     | X   | A   | X   |     |     |      |     |     |     |     |
| 3 | Jerod Geter<br>(Membership/Finance Co-Chair)                       | X   | A   | A   |     |     |      |     |     |     |     |
| 4 | <i>Brian Kuerze PC Co-Chair</i>                                    | A   | A   | X   |     |     |      |     |     |     |     |
| 5 | Joanne Montgomery<br>(Strategic Planning & Assessment<br>Co-Chair) | X   | X   | X   |     |     |      |     |     |     |     |
| 6 | Raphael Muniz  | X   | X   | A   |     |     |      |     |     |     |     |
| 7 | Alex Ortiz<br>(Membership/Finance Co-Chair)                        | X   | X   | A   |     |     |      |     |     |     |     |
| 8 | <i>Roberta Stewart PC Co-Chair</i>                                 | X   | X   | A   |     |     |      |     |     |     |     |
|   | Ryan White Office  | X   | X   | X   |     |     |      |     |     |     |     |
|   | Planning Council Staff   | X   | X   | X   |     |     |      |     |     |     |     |
|   | % of Committee present:  | 88% | 63% | 38% |     |     |      |     |     |     |     |

Planning Council member guests: Kenneth McLellan, Patricia Ducatel  
 Guests: Daphne McLellan, Tyrone Robinson, Johny Rivera