

Executive Committee Meeting Fast Fact Page – Draft

Meeting Date: Thursday, January 15, 2009
Start Time: 12:17 PM
End Time: 1:43 pm
Location: Optimus Health Center, Bridgeport
Presiding Chair: Bob Sideleau
Recorder: Carol Ardolino, Collaborative Research Staff

Motions to bring to January 16, 2009 Planning Council Meeting

Membership Application
 Calendar

Upcoming Planning Council Committee Meetings

Membership/Finance Thursday, February 5, 12-2 pm in New Haven
 Strategic Planning & Assessment: Thursday, February 5, 2-4pm in New Haven
 Quality Improvement Friday, February 6 in New Haven

Executive Committee Meeting Attendance

Date of Meeting	1/15	2/12											
Committee Members													
Ric Browne (QI)													
Charlotte Burch (QI)	●												
Thomas Kidder (CC)	●												
Leif Mitchell (SPA)	●												
Robert Sideleau (CC)	●												
Roberta Stewart (SPA)	●												
Ken Teel (MF)	●												
Other Participants													
Ryan White Office	●												
Planning Council Staff	●												
PC Members & Public													

Welcome, Moment of Silence, and Introductions

Co-Chair Robert Sideleau called the meeting to order at 12:17 PM. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. He also reminded everyone that this is a business meeting and open to the public so members of press or others could attend so be judicious with PHI information.

(1.0) Co-Chair Announcements

- (1) HRSA conference call with Therese and Doug Morgan regarding EMA.
- (2) Tom Kidder announced they are looking for a co-chair for Membership/Finance.

(2.0) Approval of Meeting Summary

Leif Mitchell made a motion to accept the minutes from the November 13, 2008 meeting.
 2nd by Ken Teel, after discussion, 4 yes, 0 No, Sideleau abstained.

Leif made a motion to accept the minutes from the December 11, 2008 meeting.
 2nd by Charlotte Burch, after discussion, correct 5.0 to a pod, approved. 4 yes (Burch, Kidder, Mitchell, Stewart), 0 no, 2 abstained, Teel and Sideleau.

(3.0) Membership / Finance Committee Report:

Ken Teel reported that he was sick and unable to attend the last meeting. The committee is working on settling on a date in March for new member orientation. February's meeting should

have orientation materials for review. The expenditure report from the Ryan White Office was discussed. Most areas of expenditure were solid. Jeff Daniels stressed that we must look at contingency planning, that it is imperative to have a quorum for the February meeting.

(4.) Strategic Planning and Assessment Committee Report:

(4.1) Leif discussed the work involved in reviewing the by-laws. There have been good discussions, and many compromises. He is working with Collaborative and Ryan White staff on word smiting. He is hopeful that we can finalize in next meeting. Robert Sideleau stressed that it is OK to take the needed time.

(4.2) The co-chairs will be meeting with staff today to revise the feedback form. In reviewing the responses from December the only issue was room temperature.

(5.0) Quality Improvement Committee Report by Charlotte Burch:

(5.1) Charlotte said they did not have a meeting in January, but did have a super pod on January 9, 2009, on the topics of behavioral health and Substance Abuse. The next meeting will be on February 6, 2009.

(5.2) Tom Butcher commented on how it was good to look across the disciplines.

(6.0) Grantee Office Report reported by Tom Butcher:

(6.1) Tom said he had received a letter from Latrice that said they had received our email and would respond soon, but gave no clarification on our award.

(6.2) The Minority Aids Initiative Grant is due by March 6, 2009. The funding cycle begins on August 1, 2009.

(6.3) The closing date for the RFPS is January 27, 2009. We have had some questions; they all must come through the City of New Haven Purchasing Department; so that the response is given to all recipients of the RFP. Our goal is to develop a continuum of care.

(6.4) The contingency plan funding level is going back to 2006-2007, and should be around 5 million. We need to back out more than \$500,000 additional from this year. The continuing resolution passed through Congress will keep things running. The contingency plan will probably be based on 2/3rds of funding. While the supplemental is based on scoring.

(6.5) Leif suggested to stay optimistic because of the new Obama administration. He said we must hope for the best and plan for the worst.

(6.6) Tom Butcher explained that the nightmare is you have to amend the contract, as well as amend the contracts with the subcontractors.

(6.7) Ken Teel asked if there is a relationship with the amount of the formula money received to the amount of the supplemental money. Tom Butcher said there was no definitive way to determine the amount, because the relationship between the formula to the scoring used to determine the supplemental is not clear.

(6.8) Tom Butcher suggested that we need to set a work plan for the new year. He would like for the Executive Committee to set the schedule that would build into it exactly what needs to happen at meetings. The individual committee chairs know the work of their committees, and if they could provide a work plan by March 1, 2009.

(6.9) Leif asked about SPA and the Comprehensive Plan, Tom replied that SPA could use "the plan" as a work plan.

(6.10) Tom asked for Jeff to get the Planning Council Budget for 2007. Jeff said that he does provide a plan to Gail Glenn.

(6.11) Tom said he wants to visit our work plan monthly, to stay on the same page.

(6.12) Leif suggested it would be a great idea to do it at every EC meeting.

(6.13) Tom suggested initially we have to use the work plan form 2007, due to the budget; with the Comprehensive Plan Goal Year 1.

(6.14) Jeff suggested he could layer the two documents together, which everyone agreed would be good.

(7)New/Old Business

(a) (7.0) Entered into Executive Session for approval of applicant Krystle Moore.

Leif motioned to go out of Executive Session, 2nd by Ken Teel. 4 yes, 0 no, Sideleau abstained.

(7.1) Charlotte will bring the motion for approval at the Planning Council on Friday January 16, 2009.

(7.2) Jeff will get her application to the Mayor's Office so that she will be on board for February. She already has selected SPA as her primary committee.

(7.3) Leif asked how to change your committee affiliation?

(7.4) Jeff said he query the membership as to their committee preference, and then have it submitted to the EC for final approval.

(7.5) Leif said he thought it should be addressed in the by-laws.

(7.6) Tom said that without a functioning Membership Finance Committee we can't move the work forward.

(7.7) Jeff suggested that in the event that there is not a co-chair of the committee available to chair their meeting; that one of the Planning Council Co-chairs could be a substitute.

(7.8) Tom Kidder suggested that it be inserted in the by-laws.

(7.9) Tom Butcher asked about the problem right now.

(7.10) Robert Sideleau suggested we immediately appoint a co-chair, to which Tom Kidder suggested it could even be a temporary appointment.

(b) Meeting Calendar Discussion/ For Submission at PC on 1/16/2009.

(b7.1) Conflict on 2/12/2009 Lincoln's Birthday. It was agreed that it is a State Holiday, but it is not a problem for Executive Committee to meet.

(b7.2) Due to the holiday on 4/10/2009 it was agreed to move 4/9 meeting to 4/16 for the Executive Committee; and the 4/10/2009 meeting to 4/17/2009 for the Planning Council.

Due to the holiday on 7/3/2009 the 7/2/2009 meeting will move to 7/9/2009, and the 7/3/2009 meeting will move to 7/10/2009; and the 7/9/2009 meeting will move to 7/16/2009, and the 7/10/2009 meeting will move to 7/17/2009.

(b7.3) Jeff will prepare the meeting schedule, and bring to the Planning Council Meeting on 1/16/2009 for approval.

Announcements

None

Adjournment

The meeting was adjourned at 1:15 pm.