

Executive Committee Meeting Fast Fact Page – Draft

Meeting Date: Thursday, February 12th, 2009
Start Time: 12:10 PM
End Time: 1:35 pm
Location: The Greek Olive, New Haven
Presiding Chair: Tom Kidder
Recorder: Jeff Daniel, Collaborative Research Staff

Motions to bring to February 13th, Planning Council Meeting Council By-Laws

Upcoming Planning Council Committee Meetings

Membership/Finance Thursday, March 5, 12-2 pm in Bridgeport
 Strategic Planning & Assessment: Thursday, March 5, 2-4pm in Bridgeport
 Quality Improvement Friday, March 6 noon-2 in Bridgeport

Executive Committee Meeting Attendance

Date of Meeting	1/15	2/12	3/5									
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	Brian Datcher											

Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:10 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 Latrece

(2.0) Approval of Meeting Summary

Leif Mitchell made a motion to accept the minutes from the January 15th, 2009 meeting.
 2nd by Roberta Stewart, after discussion and corrections (“smiting” to “smithing”), 4 yes (Mitchell, Sideleau, Stewart, Teel); 0 Against; 2 abstentions (Kidder, Browne)

(3.0) Membership / Finance Committee Report:

Ken Teel reported that the M/F committee met and discussed the following items:

- Contingency Planning based on FY 2009 award
 - Voted to convene an emergency M/F & SPA meeting of the FY 2009 award is <10% of FY 2008 award
 - New Member orientation is TBD, tentatively scheduled for March

(4.0) Strategic Planning and Assessment Committee Report:

Roberta Stewart reported that the SPA committee met and discussed the following items:

- Worked extensively on the Council's By-Laws and that they had completed all edits/modifications. The SPA committee will bring forward the By Laws at the February PC meeting
- The PC feedback for January. "We are on a roll" In March, the SPA committee will review the PC feedback form and make modifications based on Council input

Additionally, Roberta:

- Thanked Leif Mitchell for making edits "real time" as the committee discussed the By-Laws
- Thanked all committee and PC members for their hard work on the By-Laws

(5.0) Quality Improvement Committee Report by Ric Browne:

- The SuperPod met to wordsmith the EMA's Standards of Care
- The group got through all the standards of care
- The group also discussed CareWare data vs. actual chart audit data
- What would the committee's plan be based on the SuperPod's work
- Next meeting of the SuperPod is 2/20

(6.0) Grantee Office Report reported by Tom Butcher:

- New Haven is officially an EMA
- No idea what this means
- RFP review process will occur on 2/25
- The Mayor (of New Haven) announced the city will layoff 241 full time employees due to budget cuts
- The Grantee has received one (single fiduciary) application for each region

(7.0)New/Old Business

- Tom Kidder asked if there were any "parking lot items" that still needed to be addressed
 - Main concern was update of the Council's By-Laws which has been completed by SPA
- Council Retreat-the committee felt a Council retreat was not needed at this time based on the last several PC feedback summaries
- Conflict of Interest forms—The Executive Committee asked staff to update the Conflict of Interest data for Council members
- Planning Council Activity Tracking (PCAT) form-The Executive Committee asked staff to create a PCAT based on the By-Laws (roles and responsibilities by committee) for the March Executive Committee meeting
- The Executive Committee collectively expressed concern about the PC's membership. The committee referred to committee (M/F) for a recruitment and retention plan be developed for the EMA

Announcements

None

Adjournment

The meeting was adjourned at 1:35 pm.