

# Ryan White Planning Council

New Haven & Fairfield Counties EMA  
 Robert Sideleau & Tom Kidder, Co-Chairs

## Executive Committee Meeting Summary

**Meeting Date:** Thursday, April 16<sup>th</sup>, 2009  
**Start Time:** 12:12 PM  
**End Time:** 1:55 pm  
**Location:** Optimus Healthcare Center, Bridgeport, CT  
**Presiding Chair:** Tom Kidder  
**Recorder:** Jeff Daniel, Collaborative Research Staff

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### Motions to bring to April 17<sup>th</sup>, 2009 Planning Council Meeting

- Proposed meeting time and/or date change for Mem/Fin, SPA, Exec & PC
- FY '09-'10 Service Priorities

### Upcoming Planning Council Committee Meetings

- Membership/Finance Thursday, May 7<sup>th</sup>, 12-2 pm in Bridgeport
- Strategic Planning & Assessment: Thursday, May 7<sup>th</sup>, 2-4pm in Bridgeport
- Quality Improvement/SUPER POD Friday, May 8<sup>th</sup>, 8-noon in New Haven

### Executive Committee Meeting Attendance

Date of Meeting	1/15	2/12	3/12	4/16	5/14	6/11	7/16	8/13				
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	Charlotte Burch, Dr. Lydia Bearkatz, Dr. Ditas Villanueva											

### Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:15 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 disclosure of Public Health information.

#### (1.0) Co-Chair Announcements

- (1) HRSA conference call with Latrece—Co-Chairs requested TA for Consumer Involvement

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(2) Jerod Geter has accepted the Membership/Finance Co Chair

## (2.0) Approval of Meeting Summary

Bob Sideleau made a motion to accept the minutes from the March 12<sup>th</sup>, 2009 meeting.

2<sup>nd</sup> by Charlotte Burch, after discussion and corrections 5 yes (Browne, Burch, Mitchell, Sideleau, Stewart); 0 Against; 1 abstention (Kidder)

## (3.0) Membership / Finance Committee Report:

PC Staff (Jeff Daniel) reported that the M/F committee met and discussed the following items (Co-Chair Ken Teel was unable to make the Executive Meeting):

- Membership Recruitment and Retention
  - The Committee discussed the following recruitment strategies:
    - Distribute PC flyers to each of the local planning consortia
    - Outreach to each of the Continua (lead agencies)
    - Outreach to Case Managers
  - A discussion was held regarding changing the meeting times and/or dates to accommodate more involvement on the Planning Council. The Membership/Finance Committee discussed moving Mem/Fi Committee meet to the first Thurs. of every month starting June 4<sup>th</sup>, from 4:30pm to 6pm, and that the SPA committee meet the same day from 6pm to 7:30pm, and that the Executive Committee meet on the second Thurs. of every month starting June 11<sup>th</sup>, from 4:30pm to 6pm, followed by the Planning Council from 6pm to 7:30pm

## (4.0) Strategic Planning and Assessment Committee Report:

Leif Mitchell reported that the SPA committee met and discussed the following items:

- SPA met on Thursday, April 2nd and reviewed the Planning Council Feedback forms. The committee was pleased to report that the March meeting received very positive feedback and that the committee is very happy with the new feedback form.
- SPA reviewed the PCAT to ensure the committee was on target and meeting it's goals
- The committee also reviewed the data sets required for the Priority Setting and Resource Allocation process. They included: Epidemiology, Service Utilization for FY2008, Other Funding, Unmet Need Estimate.
- The committee decided to bring forth a motion today to reaffirm the FY2009 Priorities for the FY2010. The reasoning behind this motion was because there were no new data sets.
- Dr. Bearkatz stated that the lead agencies did have data and that the Council could review the proposals submitted to the Ryan White office. Leif Mitchell stated that the data would be helpful but that the Planning Council does not look at proposals, as that is a grantee function. Leif also pointed out that the Planning Council does not do regional planning, rather plans for the entire two-county EMA.

## (5.0) Quality Improvement Committee Report:

Charlotte Burch reported that the QI committee did not meet. Burch reported on SuperPod activities:

- Charlotte Burch reported that there was no QI meeting in April. However the Super Pod process continues to look at the Standards of Care across disciplines. As always the

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discussions are robust and include topics around System Level standards, the concept of Early Intervention Services as a service option, and

## **(6.0) Grantee Office Report:**

Tom Butcher reported:

- There was still no Notice of Grant Award for the remaining funding for FY2009. There is no timeline available for when that the funding may come in. The City has moved ahead with 6 month contracts for now to get the funding out into the community.
- The CAREWare conversion is continuing. Agencies are coming online with the Hartford based server.
- The grantee is conducting regional meetings with lead agencies. Danbury (Region V) will be on 5/5.
- Several individuals from the EMA are participating in the Ryan White Cross Part Collaborative and will be going to DC in the next few weeks

## **(7.0) New/Old Business**

- Leif Mitchell asked Staff to update the membership application so that it reflects the updates to the Council's By-Laws
- Leif Mitchell as stated that the AIDS Walk New Haven was going to be held on April 26<sup>th</sup> and that he would talk to event organizers to see if it is possible to distribute Planning Council flyers and brochures

## **Announcements**

- AIDS Walk New Haven on April 26<sup>th</sup>

## **Adjournment**

The meeting was adjourned at 1:27 pm.