



Tom Kidder & Leif Mitchell, Co-Chairs

**Executive Committee
 Meeting Minutes**

Meeting Date: Thursday, June 10, 2010
Start Time: 12:13 p.m.
End Time: 1:51 p.m.
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Leif Mitchell
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Minutes of May 13, 2010 Executive Committee meeting

Attendance Record - 2010

Committee Members	1/7	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/18	12/9
Leif Mitchell* (Co-Chair)	X	X	X		X						
Ric Browne (QI)	X	X	X	X	X						
Charlotte Burch (QI)	X	X	X	X	X						
Adaline DeMarras (M/F)	X	X	X	X	X						
Thomas Kidder* (Co-Chair)	X		X	X	X						
Joanne Montgomery (SPA)	x	x	x		X						
Robert Sideleau (M/F)	X	X	X	X	X						
Roberta Stewart (SPA)	X	X		X	X						
Other Attendees											
Ryan White Office	X	X	X	X	X						
Planning Council Staff	X	X	X	X	X						
Other Participants											

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:13 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All present agreed to have known each other.

(3.0) Co-Chair Announcements

The monthly conference call with the EMA's HRSA Project Officer was postponed until the following week.

(4.0) Approval of May 13, 2010 Meeting Summary

Robert Sideleau moved that the minutes of the May 13th Executive Committee meeting be approved. Ric Browne seconded the motion.

For: Browne, DeMarras, Burch, Sideleau, Kidder, Stewart

Against: None

Abstain: Mitchell



Tom Kidder & Leif Mitchell, Co-Chairs

(5.0) Planning Council Committee Reports

a. Membership/Finance

Adaline DeMarrais gave the following Membership/Finance Committee report:

- Reviewed the committee's Planning Council Activity Timeline (PCAT)
- The committee is on target based on the activities listed in the PCAT. With the focus of the June and July meetings to develop a tool to be used to monitor the Administrative Mechanisms as required by HRSA.
- Reviewed the Planning Council "reflectiveness grid" which has not changed since last month.
- o The Council continues to seek Male, Hispanic, non-conflicted Persons Living with HIV/AIDS (PLWHA). Currently there are applications in process that will assist the Council in coming closer to meeting these targets
- § Non-conflicted means individuals who don't work for a PART A funded or sit on a Board of a funded agency.
- The committee created an agenda for the first Community forum scheduled for Thursday, June 10 in Stamford.
- Committee discussed the process for electing upcoming co-chair slots. The committee reviewed two applications that were received for the co-chair positions and have motioned to move them forward in the election process.
- Committee discussed three previously reviewed membership applications. The applicants have met the meeting requirements and the committee has motioned to move them forward to Planning Council.

After Adaline presented her report, the committee discussed how the motions would take place during the next Council meeting. It was decided that for the Membership/Finance agenda section that Tom Kidder would take over the meeting since Leif Mitchell, who will chair the meeting, has two applications: one for membership and the other for co-chair that will need to be voted on.

The committee also decided that the two co-chair applicants would be awarded an opportunity to give personal statements, if they choose, as to why they would like to be co-chair of the Council prior to the voting taking place. A voting ballot would be given to all voting Council members to select which applicant they would like for co-chair and the PC staff will tally the vote during the Council meeting. By having these votes tallied, the Council could then vote to recommend the person with the greatest number of votes be put forward to the Mayor for appointment of a three year term. Regarding the three membership applications, they will be voted on individually by the Council.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart and Joanne Montgomery gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for May
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)
 - o SPA is on target with committee activities per the PCAT; focus for May was the MAI recommendations for the FY2010 funding.

RATIONALE: Explore the possibility of utilizing grant year 2010 Minority AIDS Initiative funding to create/identify a program that links unaware PLWHA to appropriate medical care. Based on the EMA's Unaware Estimate as provided by DPH, communities of color are disproportionately represented.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Tom Kidder & Leif Mitchell, Co-Chairs

- Extensive discussions took place on what the committee will recommend as the best use of the MAI dollars for FY 2010 would be. The committee reviewed several data sources in order to make a comprehensive decision. These data sources included: previous MAI utilization data, results of the Newly Diagnosed survey, 2009 full chart audit and data regarding the partner notification program.

Upon review of all the data sources examined throughout the last few months, the committee is recommending that for the remainder of FY2010, the MAI funded priorities and delivery of services remain the same, however, will continue to review the information so that for FY2011 a new MAI model can be implemented.

- Reviewed the Council's Unaware Persons Living with HIV and AIDS Strategies
 - BACKGROUND: On December 16th, 2009, the Health Resources Services Administration (HRSA) released the following additional guidance to Part A Grantees: Part A Planning Councils (PCs) are still required to determine the size and demographics of the estimated population who is aware and out of care. Effective September 30, 2009, under section 2604(b)(4) of the PHS Act, as amended by the Ryan White HIV/AIDS Extension Act of 2009, Public Law 111-87, PCs are now required to determine the size and demographics of the estimated population of individuals who are unaware of their HIV status. In addition, the PCs must develop a strategy for identifying those with HIV/AIDS who do not know their status, make them aware of their status, and refer them into care. In addition, one-third of the total score for the objective review of the supplemental portion of your fiscal year (FY) 2010 Grant Application will be calculated based on the following factors: 1) the number of individuals who were tested for HIV/AIDS; 2) of those who were tested, the number who were made aware of their status, including the number who tested HIV positive; and, 3) of those described in clause 2, the number who were referred to appropriate treatment and care.

Reviewed the 2010 Priority Setting and Resource Allocation process (PSRA) in preparation for the 2011 PSRA process. Process continues to be underway for gathering the necessary data to be used in the PSRA process.

In addition to the SPA report being given, discussion among the committee regarding the MAI motions took place. Part of the SPA motion is to ask the co-chairs of the Council to consider assembling an ad hoc committee to identify options for MAI funding for FY2011. How such a committee can be constructed and under what direction was evaluated and reviewed against the By-Laws. The co-chairs took this under consideration and would like to identify a core group of individuals to review what the special committee would need to do. A meeting date of June 30 was selected to begin these discussions. Any other committee member or public are welcome to participate as well.

c. QUALITY IMPROVEMENT

Ric Browne reported that there has been no meeting and the next meeting is Friday, July 2, 2010.

(6.0) Grantees' Report

Tom Butcher reported that the contracting process continues to move forward through the City system although the City is currently experiencing internal challenges unrelated to Ryan White but may impact the processing of some of the contracts in a timely manner.

The Ryan White Office continues to work on the conditions of awards as mandated by HRSA for all recipients of Ryan White grant awards. There are multiple Conditions' of Awards due by June 30, including the progress report that the Council's input has been sought and will be discussed further in the agenda.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Tom Kidder & Leif Mitchell, Co-Chairs

(7.0) New/Old Business

a. Review of PCAT

PCAT was reviewed and committee is on target for June.

b. Review of FY 2009 Planning Council Progress Report

Jeff Daniel presented a compiled list of suggestions for the Progress report as submitted by Council members during the last three weeks. The Progress report needs to identify both accomplishments and challenges that the Council faced in the 2009-2010 funding period. Main points discussed and to be looked into included: consumer feedback of meetings and consumer involvement into the process; overall Planning Council feedback and recruiting members that are non conflicted yet reflective of the Council.

c. Review of Planning Council Agenda

Jeff Daniel presented to the committee the agenda to review and approve. Discussion focused on voting processes; procedure for discussing and accepting membership applications and clarifying exactly what items were to be voted on and when the motions would take place.

d. Planning Council Training review and discussion

The committee discussed topics for the Planning Council training and decided to continue with last month's decision to present Health Care Reform since Leif Mitchell was unable to present this topic last month but be present for the next Council meeting.

(8.0) Planning Council Committee meetings

- o Membership/Finance: July 1st, 2010 Noon- 2pm
- o Strategic Planning & Assessment: July 1st, 2010 2pm- 4pm
- o QI: July 2nd, 2010 Noon- 2pm (New Haven)
- o Executive Committee: July 8th, Noon- 2pm
- o Planning Council: July 9th Noon- 2pm

(9.0) Announcements

Joanne Montgomery announced that her agency's name is now officially Regional Network of Programs.

(10.0) Adjournment

The meeting adjourned at 1:51 p.m.