



Tom Kidder & Leif Mitchell, Co-Chairs

**Executive Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, July 8, 2010  
**Start Time:** 12:13 p.m.  
**End Time:** 1:20 p.m.  
**Location:** The Greek Olive Restaurant, New haven  
**Presiding Chair:** Tom Kidder  
**Recorder:** Jeananne Cappetta

**Summary of Committee Business Votes**

- Minutes of June 10, 2010 Executive Committee meeting

**Attendance Record - 2010**

<b>Committee Members</b>	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	X					
Ric Browne (QI)	X	X	X	X	X	X					
Charlotte Burch (QI)	X	X	X	X	X	X					
Adaline DeMarrais (M/F)	X	X	X	X	X	X					
Thomas Kidder* (Co-Chair)	X		X	X	X	X					
Joanne Montgomery (SPA)	x	x	x		X	X					
Robert Sideleau (M/F)	X	X	X	X	X	X					
Roberta Stewart (SPA)	X	X		X	X	X					
<b>Other Attendees</b>											
Ryan White Office	X	X	X	X	X	X					
Planning Council Staff	X	X	X	X	X	X					
Other Participants											

**(1.0) Moment of Silence**

Tom Kidder 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**

A technical assistance conference call regarding EIS (Early Intervention Services) and MAI, HRSA consultant and the EMA will be scheduled in the next two weeks. This call is part of a response to the technical assistance request submitted to HRSA several months ago on guidance of EIS and the use of MAI dollars.

**(4.0) Approval of May 13, 2010 Meeting Summary**

Robert Sideleau moved that the minutes of the June 10<sup>th</sup> Executive Committee meeting be approved. Ric Browne seconded the motion.

Changes to the meeting summary include:

Page 2: Last paragraph of M/F; affirm as per process applicants are allowed the opportunity to speak if they would like.

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Page 3 Under the last paragraph of SPA summary, add “members of” public are welcome.....

**For:** Browne, DeMarrais, Burch, Sideleau, Montgomery, Stewart, Mitchell

**Against:** None

**Abstain:** Kidder

## (5.0) Planning Council Committee Reports

### a. MEMBERSHIP/FINANCE

Robert Sideleau 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 which include continuing to develop the Administrative Mechanisms.

- Reviewed the Planning Council “reflectiveness grid”.

New applicants have joined the committee which has helped to improve meeting targeted categories. Particularly in the Male and African American populations.

The Council, however, continues to seek Males, Latinos, African Americans and non-conflicted Persons Living with HIV/AIDS (PLWHA).

§ Non-conflicted means individuals who don't work for or sit on a Board of a PART A Funded agency.

- The committee reviewed the results of the feedback forms from the first Consumer Forum held June 10th in Stamford. The feedback was excellent!

The committee also reviewed and discussed the results summary of the “dot” exercise that took place during the forum. This information will also be shared with the SPA committee for future use in priority setting.

All of the results of this forum will be shared with the Lead Agency of the Region for future trainings and discussions.

- Committee reviewed one new membership application. This application was submitted as a result of last month's consumer forum.
- Committee also discussed a current PC members' application (Charlotte Burch) for renewal. Applicant has met committee requirements and the application will be forwarded to the Council for approval.
- Reviewed Administrative Assessment requirements from HRSA. The process of the Administrative Assessment is to develop the Administrative mechanisms tool which is done by M/F committee then staff is to collect the data and then the results are reported to the Executive Committee.

The tool presented was a compilation of the HRSA requirements and other EMA's tools but designed to meet the needs of the New Haven EMA. These requirements were discussed and used to expand and/or enhance applicable questions.

### b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for June. There were no significant issues that required additional discussion.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)

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The MAI guidance was completed in June, therefore the Committee is ahead of schedule. A special committee was held to review options for FY2011 MAI funding and was a great success. The motion developed as a result of the committees' work is as follows:

*Use FY 2011 MAI funding for Early Intervention Services for an Unaware Specialist in each region to coordinate a multi-disciplinary team to go out into the community to identify people of color who don't know their positive and link them to care.*

- Reviewed and identified the data sources that can be used for Priority Setting for FY2011. Requests for data from DPH will be made. A meeting will be held on Thursday, July 22 from 9-11 am at the Greek Olive in New Haven to set the FY2011 priorities.
- Reviewed the current 2010 service category definitions for categories that are currently prioritized and funded.

## c. QUALITY IMPROVEMENT

Charlotte Burch provided the following report:

- The Committee met on July 2nd.
- Reviewed the committee's Planning Council Activity Timeline (PCAT)  
For this month the committee is on target to review the 2009 Quality Management plan and develop the 2010 Plan.

- The committee began extensive review and discussion of the 2010 Quality Management Plan. The committee will continue to review the document and provide input during the next month so that at the next committee meeting a final Plan can be presented.
- The next Quality Improvement Committee is scheduled for Friday, September 3.

## (6.0) Grantees' Report

Gail Glenn reported that the contracting process continues to move with three of the five Regions already contracted.

The Ryan White Office completed and submitted all of 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.

The MAI RFP is currently online and is due on August 3, 2010. The funding period will be from August 1, 2010 – February 28, 2011 and will be available for the following four service categories: Medical case Management, Mental Health, Substance Abuse and Outpatient Ambulatory Medical Care.

## (7.0) New/Old Business

### a. Review of PCAT

PCAT was reviewed and committee is on target for July. For August the committee will be reviewing the Administrative Assessment Mechanisms.

### b. Review of Planning Council Agenda

Tom Kidder presented to the committee the agenda to review and approve. The committee approved the agenda as is with no additional comments.

### c. Planning Council Training review and discussion

The committee discussed topics for the Planning Council training. Since Connecticut is the first State to participate in the federal Medicaid program that is now available to low income single adults, Tom Kidder will try to get Denise Jackson from DSS to present what this program is and its impact on the HIV community. If Ms. Jackson is not available, Tom Kidder will present published information and provide an

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overview of this new program. Any questions will be brought back to Ms. Jackson to address in a future presentation.

## **(8.0) Planning Council Committee meetings**

- o Membership/Finance: August 5<sup>th</sup>, 2010 Noon- 2pm
- o Strategic Planning & Assessment: July 22<sup>nd</sup>, 2010 9 am-11am, New Haven
- o Strategic Planning & Assessment: August 5<sup>th</sup>, 2010 2pm-4pm
- o July 2<sup>nd</sup>, 2010 Noon- 2pm (New Haven)
- o QI, September 3<sup>rd</sup>, 2010, Noon-2pm
- o Executive Committee: August 12<sup>th</sup>, Noon- 2pm
- o Planning Council: August 13<sup>th</sup>, 2010 Noon- 2pm

## **(9.0) Announcements**

There were no announcements today.

## **(10.0) Adjournment**

The meeting adjourned at 1:20 p.m.