



Tom Kidder & Leif Mitchell, Co-Chairs

**Executive Committee
 Meeting Minutes**

Meeting Date: Thursday, August 12, 2010
Start Time: 12:11 p.m.
End Time: 1:42 p.m.
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Leif Mitchell
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Minutes of July 8, 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	X	X				
Ric Browne (QI)	X	X	X	X	X	X					
Charlotte Burch (QI)	X	X	X	X	X	X	X				
Adaline DeMarrais (M/F)	X	X	X	X	X	X	X				
Thomas Kidder* (Co-Chair)	X		X	X	X	X	X				
Joanne Montgomery (SPA)	X	X	X		X	X	X				
Robert Sideleau (M/F)	X	X	X	X	X	X					
Roberta Stewart (SPA)	X	X		X	X	X	X				
Other Attendees											
Ryan White Office	X	X	X	X	X	X	X				
Planning Council Staff	X	X	X	X	X	X	X				
Other Participants											

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:11 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 call with Nashville Part A program and Harold Phillips, HRSA Consultant, regarding Early Intervention Services (EIS) took place earlier this month. The call included feedback on how Nashville uses EIS in their Part A program. Their program is focused as a community program and not an agency based program. HRSA is expected to release an updated definition to this service category sometime in the fall.
- The CHAIRS taskforce met last week and members of the Council including the Ryan White office attended this meeting and will continue to participate on behalf of the Council and Part A.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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(4.0) Approval of July 8th, 2010 Meeting Summary

Joanne Montgomery moved that the minutes of the July 8th Executive Committee meeting be approved. Charlotte Burch seconded the motion.

For: Charlotte Burch, Adaline DeMarrais, Tom Kidder, Joanne Montgomery, Roberta Stewart

Against: None

Abstain: Leif Mitchell

(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 continues to be on target based for the activities listed in the PCAT.

- Reviewed the Planning Council "reflectiveness grid".

The reflectiveness has not changed from July, however, there have been new applicants applying to the Council this month which can change this in coming months.

The Council 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 discussed the format for the next Consumer Forum to be held September 9th at Waterbury Hospital
- The committee also reviewed current Council members' attendance and actions steps regarding members not meeting the attendance requirements.

This last item prompted an in depth discussion between the Executive Committee members regarding the events of this situation and the procedure on how to review attendance in the future will take place. Ongoing monitoring will with more frequent reports to the committee will occur.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for July. There were no significant issues that required additional action, however, there were a few comments regarding timeliness of meetings. Council members need to be more mindful of being on time and for the meetings to begin closer to the scheduled time.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)

The committee is on target with the PCAT, has identified priorities and is in the process of conducting allocating resources for 2011.

- Priority Setting Resource Allocation (PSRA) Process:

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The SPA committee held a special meeting on July 22 to identify priorities for funding year 2010. The committee reviewed multiple data sources that allowed the committee to have sufficient information of services that are needed in the EMA. The services identified were ranked and selected by the committee. At the next Planning Council meeting, the motion to accept the Funding Year 2011-12 priorities identified by the SPA committee will be brought forward.

c. QUALITY IMPROVEMENT

Charlotte Burch indicated that there was no meeting in August. The next meeting is scheduled for Friday, September 3, 2010 at the Greek Olive Restaurant in New Haven from 12-2 pm.

(6.0) Grantees' Report

Tom Butcher gave the Grantee report. The Request for Proposals (RFPs) for Minority AIDS Initiative (MAI) funding for FY10 were released and all applications have been received. Unfortunately not all service categories in all five of the Regions were applied for and will require an additional release of an RFP for services. This will cause further delays with spending down of these dollars for FY10.

(7.0) New/Old Business

a. Review of PCAT

PCAT was reviewed and committee is on target for August.

b. Review of FY2009 Planning Council Administrative Assessment

This item was put on hold until September meeting.

c. Review of Planning Council Agenda

Leif presented to the committee the agenda to review and approve. The committee approved the agenda requesting that agendas the calendar of meetings be added to the bottom. Updates will be made for the next meeting.

d. Planning Council Training review and discussion

The committee discussed topics for the Planning Council training. Tom Kidder is trying to set up a future training regarding the LIA as indicated in previous meetings. The committee would like to organize the trainings with a schedule in advance so that those conducting the training for that month will have sufficient time to prepare and would like to discuss options and topics at the September EC meeting. The committee decided to not hold training for August.

(8.0) Planning Council Committee meetings

- o Membership/Finance: September 2nd, 2010, Noon- 2pm
- o Strategic Planning & Assessment: September 2nd, 2pm-4pm
- o QI, September 3rd, 2010, Noon-2pm
- o Executive Committee: September 9th, Noon- 2pm
- o Planning Council: September 10th, Noon- 2pm

(9.0) Announcements

- The Recovery Network is looking for staff for the new detox program in Bridgeport. Especially needed are RN's, counselors and counselors aides.

(10.0) Adjournment

The meeting adjourned at 1:42 p.m.