

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Tom Kidder & Leif Mitchell, Co-Chairs

**Executive Committee
Meeting Minutes**

Meeting Date: Thursday, October 14th, 2010
Start Time: 12:12 p.m.
End Time: 1:02p.m.
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Leif Mitchell
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Minutes of September 9th, 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 | X | X | | |
| Ric Browne (QI) | X | X | X | X | X | X | | | | | |
| Charlotte Burch (QI) | X | X | X | X | X | X | X | X | X | | |
| Adaline DeMarrais (M/F) | X | X | X | X | X | X | X | X | X | | |
| Thomas Kidder* (Co-Chair) | X | | X | X | X | X | X | X | X | | |
| Joanne Montgomery (SPA) | X | X | X | | X | X | X | X | X | | |
| Robert Sideleau (M/F) | X | X | X | X | X | X | | X | X | | |
| Roberta Stewart (SPA) | X | X | | X | X | X | X | X | X | | |
| Other Attendees | | | | | | | | | | | |
| Ryan White Office | X | X | X | X | X | X | X | X | X | | |
| Planning Council Staff | X | X | X | X | X | X | X | X | X | | |
| Other Participants | Ron Lee, Ken McCoy | | | | | | | | | | |

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:12 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

- Leif Mitchell updated the committee that the Quality Improvement (QI) Committee is in need of a new co-chair. At the last QI meeting it was decided to wait until the QI December meeting to identify a new co-chair because there were only a few members present and there are new members coming onto the Council that might be willing to take on this role.
- The next conference call with the HRSA Project Officer is scheduled for sometime next week.

(4.0) Approval of September 9th, 2010 Meeting Summary

Adaline DeMarrais moved that the minutes of the September 9th Executive Committee meeting be approved. Robert Sideleau seconded the motion.

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

Against: None

Abstain: Leif Mitchell, Kenny McCoy, Ron Lee

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(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 continues to be on target based for the activities listed in the PCAT.
- Reviewed the Planning Council "reflectiveness grid".
The reflectiveness has changed from September.
With the addition of some new members the Council is now on target for non conflicted members and has met a 50/50 target of HIV positive and negative members.
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 reviewed one membership application that was received at the last Consumer Forum.
- The committee would also like to move forward to the Planning Council another applicant who has fulfilled the necessary requirement for membership (Brian Kuerze)
- The committee reviewed and updated the current membership application.
- The committee reviewed the potential MAI carryover dollars that the EMA is eligible to apply for. The committee will bring the following recommendation to the Planning Council for approval: *The MAI carry over dollars of \$39,874 be applied for and allocated to substance abuse inpatient during FY2010.*
- The committee reviewed the feedback and dot exercise data from the Consumer Forum held on September 9th at Waterbury Hospital.
- The committee decided to hold the next Community Forum on December 9, 2010 at GBAP in Bridgeport- time to be finalized.
- The committee reviewed the current Planning Council co-chair nomination process, reviewed/updated the co-chair application and identified potential members eligible for co-chair. Applications will be due by December 1.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for September. There were no significant issues that required additional action.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)
The committee is on target with the PCAT.
- The committee reviewed the 2011 directives and identified components for the new Early Identification Services (EIS) service category. The Directives will be presented as a slate to be voted on at the next Planning Council meeting. The 2011 Directives will be posted on the website once approved.
- The committee discussed and reviewed the EIIHA (Early Identification of Individuals with HIV/AIDS-Unaware) strategies and actions for the Funding Year 2011 Part A grant application.

c. QUALITY IMPROVEMENT

Charlotte Burch gave the following report:

- The Committee is on target with the PCAT.
- The Committee finished reviewing and updating the Quality Management Plan.

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- The Committee began discussing plan for developing new Standards of Care for Early Intervention Services (EIS)
- Data from the 2010 Quality Management site visits is expected to be presented during the December meeting.
- The Committee discussed procedure for selecting a new co-chair for the committee and who would be eligible to perform this function.

(6.0) Grantees' Report

Tom Butcher gave the Grantee report today. Tom provided an overview of what the 2011-12 grant application required the EMA to respond for the Early Identification of Individuals with HIV/AIDS-Unaware (EIHAA) section. The committee suggested that perhaps the PODS can develop tools to monitor /track EIHAA outcomes beginning in 2011 once recommendations for the grant application are approved.

The 2010 \$3,000 MAI dollars that were not previously bided on during the last two RFP processes for the 2010 dollars will be not be put out to bid again. The lack of response to these dollars will allow for the dollars to be applied to existing AOMC contracts for the remaining 2010 grant year.

(7.0) New/Old Business

a. Review of PCAT

PCAT was reviewed and committee is on target for October.

b. Review of Planning Council Agenda

Leif presented to the committee the agenda to review and approve. The committee approved the agenda and determined that the discussion of the need for a QI co-chair be discussed during the meeting objectives.

c. Planning Council Training review and discussion

The committee discussed topics for the Planning Council training. The committee decided since they were going to be voting on the slate of directives for 2011 that the training be an overview of what directives are. The training will be conducted by Joanne Montgomery under the Committee reports (SPA) prior to voting for the 2011 Directives and then Roberta Stewart would continue with providing the committee report to the Council.

(8.0) Planning Council Committee meetings

- Membership/Finance: November 4th, 2010 Noon- 2 p.m.
- Strategic Planning & Assessment: November 4th, 2010 2 p.m.-4 p.m.
- QI, December 3rd,2010, Noon- 2pm. (Bridgeport)
- Executive Committee: November 18th, Noon-2 p.m.
- Planning Council: November 19th, Noon-2 p.m. (New Haven)

(9.0) Announcements

- Recovery Networks new Detox program opens Monday and will be located at 425 Branch Street, Bridgeport. 203-416-1915(Admissions Office)
- Danbury Consortium will be hosting a World AIDS Day Breakfast from 8:30-10:15 am on December 1 at the Ethan Allen Inn in Danbury. The keynote speaker will be Joanne Montgomery.

(10.0) Adjournment

The meeting adjourned at 1:02 p.m.