

**Ryan White EMA Planning Council**  
 New Haven and Fairfield Counties



Tom Kidder & Leif Mitchell, Co-Chairs

**Executive Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, November 18<sup>th</sup>, 2010  
**Start Time:** 12:15 p.m.  
**End Time:** 1:02p.m.  
**Location:** The Greek Olive, New Haven  
**Presiding Chair:** Tom Kidder  
**Recorder:** Jeff Daniel

**Summary of Committee Business Votes**

- Minutes of October 14<sup>th</sup>, 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	X	X	X	X	
Charlotte Burch (QI)	X	X	X	X	X	X	X	X	X	X	
Adaline DeMarrais (M/F)	X	X	X	X	X	X	X	X	X	X	
Thomas Kidder (Co-Chair)	X		X	X	X	X	X	X	X	X	
Joanne Montgomery (SPA)	X	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	X	
<b>Other Attendees</b>											
Ryan White Office	X	X	X	X	X	X	X	X	X		
Planning Council Staff	X	X	X	X	X	X	X	X	X	X	
Other Participants	None										

**(1.0) Moment of Silence**

Tom Kidder called the meeting to order at 12:18 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. Trish Wampler with Collaborative Research introduced herself to the group.

**(3.0) Co-Chair Announcements**

- None

**(4.0) Approval of October 14<sup>th</sup>, 2010 Meeting Summary**

Adaline DeMarrais moved that the minutes of the September 9<sup>th</sup> Executive Committee meeting be approved. Roberta Stewart seconded the motion.

**For:** Charlotte Burch, Adaline DeMarrais, Leif Mitchell, Roberta Stewart,

**Against:** None

**Abstain:** Tom Kidder

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Adaline DeMarrais gave the following Membership/Finance Committee report:

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- 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 October. 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 and Hispanic/Latinos. § Non-conflicted means individuals who don't work for or sit on a Board of a PART A Funded agency.
- The committee would also like to forward to the Planning Council an applicant who has fulfilled the necessary requirements for membership
- The committee continued to review and update the current membership application.
- The next Consumer Forum is scheduled for Thursday, December 9 @ GBAP in Bridgeport.
- Applications for Planning Council Co –Chair are available and are being accepted through December 1.

## **b. STRATEGIC PLANNING & ASSESSMENT**

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for October. 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 began reviewing the By Laws for 2011 and will continue reviewing through December.
- Staff brought up the fact that the SPA committee needs to revisit 2011 Service Category definitions to include an EIS definition (requested the Grantee to check with HRSA) and have the Planning Council approve the definitions at its December meeting.

## **c. QUALITY IMPROVEMENT**

Charlotte Burch indicated QI did not meet last month and the next meeting will be Friday, December 3<sup>rd</sup> at Burroughs in Bridgeport.

### **(6.0) Grantees' Report**

No Report due to Grantee being ill.

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

- None

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

- Membership/Finance: December 2<sup>nd</sup>, 2010 Noon- 2 p.m. (Burroughs in Bridgeport)
- Strategic Planning & Assessment: December 2<sup>nd</sup>, 2010 2 p.m.-4 p.m. (Burroughs in Bridgeport)
- QI, December 3<sup>rd</sup>, 2010, Noon- 2pm. (Burroughs in Bridgeport)
- Executive Committee: December 9<sup>th</sup>, Noon-2 p.m. (Burroughs in Bridgeport)
- Planning Council: December 10<sup>th</sup>, Noon-2 p.m. (Greek Olive in New Haven)

### **(9.0) Announcements**

- New Haven World AIDS Day from noon-1 p.m. at the church at Elm and Temple
- Joanne reported her agency has detox beds available
- 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.