

Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:10 pm. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. Tom Butcher noted that during introductions the presiding co-chair may wish to include an announcement as it relates to sharing information – including HIV status - with public participants who may be from the media or those who may have personal electronic technology video and/or audio taping capabilities. Members were asked to silence their cell phones and to refrain from text messaging.

Co-Chair Announcements

- Tom Kidder announced that the June monthly conference call with the HRSA project officer was rescheduled for July 9th. He noted it is important for the co-chairs to have an ongoing dialogue with our Project Officer in order to stay informed with upcoming issues from our funder as well as keep them up to date with the progress the Planning Council is making to accomplish important business with the Grantee. Robert Sideleau added that the co-chairs, Grantee and Planning Council staff did have the conference call in May to address the issues of the SPNS grant that was brought up at the Planning Council meeting in May.
- Tom Kidder updated the committee on the pending Parking Lot items from Planning Council and Committee Meetings. (1) The HRSA Project Officer, Latrice, said she was going to follow up within the federal department regarding the SPNS Dental program in Norwalk and how they were charging clients who were accessing their services. In addition, Jerod Geter may be bringing information to the June 13th PC meeting about this issue as well. (2) The issue regarding the 400% eligibility criteria for CADAP was discussed and Robert Sideleau stated that he will bring this question to the June 18th State CHIPS meeting. He stated that this may be an issue that all Ryan White Parts may need to resolve.
- Tom Kidder announced an item under New/Old Business would be discussed later in the meeting as it related to the July committee meetings. He stated that Membership/Finance and SPA meetings would occur in reverse time slots to finish the Priority Setting (SPA committee) and to move Resource Allocation to Membership/Finance agenda.

Approval of Meeting Summary

Robert Sideleau moved approval of the minutes, with a second from Ric Browne. Discussion included (1) adding the Executive Committee meetings to the website calendar and (2) adding the geographic boundaries for the upper and lower valley to the Parking Lot list. Approval of the May 8th, 2008 minutes of the Executive Committee occurred with 5 yes votes and 3 abstentions. (Y= Sideleau, Burch, Teel, Mitchell, Browne; Abstentions: Gonzalez, Stewart, Kidder)

Quality Improvement Committee

Ric Browne reported for the Quality Improvement (QI) Committee that met June 6th.

- The committee worked to finalize the Quality Management plan per the National Quality Center guidelines
- The Quality Management site visit calendar was presented along with the provider self-assessment tool for the new Medical Case Management standard as it is currently drafted.
- Ric announced there would not be a July QI meeting due to the holiday on Friday, July 4th.

Membership / Finance Committee

Awilda Gonzalez reported for the Membership/Finance Committee that met June 5th.

- Agenda items for the June meeting included a review of a membership ID card and a Planning Council brochure. The committee reviewed the templates created by Robert Sideleau and selected the style of the ID card as well as provided feedback on the brochure.

- Next meeting is scheduled for Thursday, July 3rd in Bridgeport

Strategic Planning and Assessment Committee

Roberta Stewart reported for the SPA Committee that met June 5th in New Haven:

- Roberta stated the committee reviewed the summary from the feedback forms received at the May Planning Council meeting. There was a 75% response rate and all comments were positive. There was nothing that needed to be brought forward.
- She reported as a continuation of the priority setting of services for the TGA, the committee reviewed data from the In-Care needs assessment to assess if there were Regional differences to how the services were utilized and if there were noticeable gaps or barriers between the regions. The committee found no major differences.
- Based on the data presented, the committee determined a list of services to be considered for priority ranking. There were three service categories that had limited data and Roberta Stewart requested staff to see if there were additional data sources to be reviewed before determining if they were to be added or deleted from the priority list: Food, Medical Nutritional Therapy, and Psychosocial Support.
- Roberta reported that the ranking of services would occur at the July 3rd meeting in Bridgeport.
- Tom Butcher asked for a clarification on what additional data sets did the committee wish to review. Roberta responded that the committee would like to see service utilization data from the 2006 Full Population-Based chart review.
- Charlotte Burch asked a question about the Food service category. Roberta responded that more information has been requested to determine if this is a priority service category for our target population.

Ryan White Office Report (Grantee's Office)

Tom Butcher reported on behalf of the Ryan White Office:

- Tom reported all contracts have been executed with the providers.
- The Request for Proposals for the MAI grant closed on June 17th at 11:00 AM. A review team will be gathered in mid-July to review the applications and he will report back to the council about the process.
- Tom stated that the MAI funds are to provide services to communities of color and in the past there was not parity of services for Latino/as. He stated there was an instruction to applicants to allocate funds with 55% dedicated to African Americans and 45% to Latino/as. In addition, care teams were to be part of each region.
- Leif Mitchell asked clarification on the percentage split if this was per provider or per region. Tom Butcher responded that this was per Region.
- Ken Teel commented about demonstrate partnering with other agencies for care delivery. Tom Butcher added that is useful using Population-based service coordination to meet the epi profile of this TGA.
- Lastly, Tom Butcher reported the site visits would occur June – July and would include quality improvement, programmatic and fiscal review. The outcomes from the Medical Case Management chart review would lead to development of training opportunities for the providers.
- Leif Mitchell inquired about the Nassau/Suffolk court process. Tom Butcher responded that Sen. Dodd's office and others are waiting for a ruling and all are in a holding pattern as to not to jeopardize their case.

Old / New Business

- Tom Kidder opened the floor to entertain any Old or New Business. There was no additional discussion.

- He stated that all council members are requested to participate in the Priority Setting and Resource Allocation process, which is coming to close this July & August. He announced the Thursday, July 3rd committees to flip agenda times for a 4-hour meeting.
- Roberta Stewart asked if there was something else in terms of data that we should look at. She asked if any questions were directed to Sara or the Planning Council Co-chairs since the last SPA meeting. Per Sara Nichols and Robert Sideleau, there had not been any direct questions submitted to date. Leif Mitchell stated there was suppose to be a conference call about the materials prior to the SPA meeting and that didn't happen. Roberta requested to have staff review the 2006 Full Population-Based Chart review (4000+ charts) to look at utilization data for Food. Leif Mitchell requested to have the Out-Of-Care data presented in a similar format as the June meeting. Sara Nicbols confirmed both requests would be incorporated in the July SPA meeting handout.
- Tom Kidder announced SPA would meet from 12-2pm to rank the services then Finance would meet from 2-4pm to begin the Resource Allocation process development.
- Leif Mitchell inquired if the holiday weekend traffic may be of consideration for the meeting times. No change to the meeting times were decided.
- Ken Teel stated that he is not sure completely of the resource allocation process works however understands the overall task to be accomplished and openly presents himself with a beginners mind and a willingness to create the process together.

Announcements

- Ken Teel distributed a handout regarding the cut in homeless services in New Haven.

Adjournment

Tom Kidder thanked Council members for their work and adjourned the meeting at 2:00 pm.