

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



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, January 13<sup>th</sup>, 2011  
**Start Time:** 12:10 p.m.  
**End Time:** 1:13 p.m.  
**Location:** The Greek Olive, New Haven  
**Presiding Chair:** Beverly Leach  
**Recorder:** Jeff Daniel

**Summary of Committee Business Votes**

- Minutes of December 9<sup>th</sup>, 2010 Executive Committee meeting

**Staff Member Assignments**

- Prepare Council Training presentation (Bylaws)
- Prepare Planning Council meeting materials

**Attendance Record - 2011**

	<b>Council Member</b>	1/13	2/17	3/10	4/14	5/12	6/9	7/14	8/11	9/8	10/13	11/17	12/8
1.	Charlotte Burch (Quality Improvement Co-Chair)	A											
2.	Adaline DeMarrais (Membership/Finance Co-Chair)	A											
3.	Brian Kuerze (Quality Improvement Co-Chair)	X											
4.	<i>Beverly Leach PC Co-Chair</i>	X											
5.	<i>Leif Mitchell PC Co-Chair</i>	X											
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X											
7.	Robert Sideleau (Membership/Finance Co-Chair)	X											
8.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X											
	Ryan White Office	X											
	Planning Council Staff	X											
	% of Committee present:	75%											

**(1.0) Moment of Silence**

Beverly Leach called the meeting to order at 12:10 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.



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**(3.0) Co-Chair Announcements**

HRSA/Project Officer call has been rescheduled...TBD

**(4.0) Approval of December 9<sup>th</sup>, 2010 Meeting Summary**

Roberta Stewart moved that the minutes of the Executive Committee meeting be approved. Joanne Montgomery seconded the motion.

**For:** Kuerze, Mitchell, Montgomery, Sideleau, Stewart

**Against:** None

**Abstain:** Leach

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Bob Sideleau gave the following Membership/Finance Committee report:

1. The committee reviewed the 2010 Planning Council Activity Timeline and we are on track for our assigned work duties
2. The committee also reviewed the upcoming 2011 PCAT to determine the work calendar starting in March with the next Ryan White Part A grant year
  - a. The committee will continue the regional community info sessions/recruitment initiatives
  - b. The committee will also start reviewing Council member attendance
  - c. Increase focus on getting Latino non-conflicted (non conflicted means the individual does not work for or sit on the Board of a Ryan White Part A funded agency) consumers to become involved with the Planning Council per the Eligible Metropolitan Area (EMA)'s Epidemiological profile
3. The committee reviewed the Planning Council Reflectiveness. The Council is seeking 1) Men, 2) Latino/Latina 3) Non Conflicted Consumers and 4) A Medicaid Rep
4. The committee reviewed the Bridgeport Community Forum Feedback sheets (overall was well received by Consumers) and the "Dot Exercise" (consumers ranking services that they felt most important to keep them healthy)
5. Discussed Community Forum #4 in New Haven. It is scheduled for Friday, February 18<sup>th</sup> from 10 a.m. to 11:30 a.m. at The Greek Olive. The Community Forum will be prior to the February Planning Council Meeting
6. The Committee reviewed 11 membership applications. 10 of the applicants have been informed of the recruitment process and one is being brought forth tomorrow
7. The Committee reviewed Q3 expenditure reports presented by the Ryan White Office.
8. This concludes the Membership Finance report. Our next meeting will be Thursday, February 3<sup>rd</sup> from Noon to 2 p.m. at the Burroughs Community Center in Bridgeport.

**b. STRATEGIC PLANNING & ASSESSMENT**

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council feedback from the December meeting. There were a significant number of negative comments. The issues cited by PC members and members of focused on unprofessionalism of a planning council member. The issue will be brought to Executive Committee for further discussion
2. The committee reviewed the 2010 Planning Council Activity Timeline and we are on track for our assigned work duties
3. The committee also reviewed the upcoming 2011 PCAT to determine the work calendar starting in March with the next Ryan White Part A grant year

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- a. The committee will continue to manage the EMA's Priority Setting and Resource Allocation process which includes Directives to the RWO and Service Category definition review/update
- b. The committee has suggested that Membership/Finance take over the Planning Council Meeting feedback review as it pertains more to membership than Strategic Planning
- c. The committee will add an Early Intervention monitoring on a quarterly basis based on the new Unaware mandate
4. The committee reviewed the EMA's EIIHA (Early Identification of Individuals unaware of HIV/AIDS) strategies and determined the EMA to be on track or in process with several of the strategies. Two of the strategies (Newly Dx Needs Assessment and 2011 Minority AIDS funding into EIS program) have been completed
5. The committee concluded review of the 2011 Council By-Laws
6. This concludes the SPA report. Our next meeting will be Thursday, February 3<sup>rd</sup> from 2 p.m. to 4 p.m. at the Burroughs Community Center in Bridgeport.

## c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement report:

1. Reviewed Strategic Plan being developed for Quality Improvement Committee (not to pass out, but electronic presentation)
2. Determined DRAFT 2011 PCAT for QI Committee. Ten (10) different tasks were listed, with chronologic order placed into this Planning Council Activity Timeline

## (6.0) Grantees' Report

Tom Butcher reported:

1. The Grantee is hosting a bidder's conference on Tuesday, January 18<sup>th</sup>, 2011 at 54 Meadow Street. The bidder's conference is for FY 2011 services. One focus of the bidder's conference will be the Unaware Specialist directive from the Council.
2. Minority AIDS Initiative Carry Over-we are still awaiting final approval from HRSA
3. The Grantee has identified additional funds from their budget and will be allocating those to Inpatient Substance Abuse
4. The Grantee presented Q3 expenditure data to the Membership/Finance committee

## (7.0) New/Old Business

- a. Review of PCAT  
The committee reviewed the Executive Committee PCAT and determined the committee is on track with assigned work duties
- b. Review of Planning Council Agenda  
The Committee reviewed the Friday, January 14<sup>th</sup>, 2011 Planning Council agenda for accuracy
- c. Planning Council Training review and discussion  
The Executive Committee determined the training topic for Friday's PC meeting should focus on By-Laws as they will be presented by the SPA committee.

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## (8.0) Planning Council Committee meetings

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- MF – February 3<sup>rd</sup> Noon- 2 p.m.
- SPA –February 3<sup>rd</sup> 2 p.m.-4 p.m.
- QI –February 4<sup>th</sup>, Noon-2 p.m.
- Executive – February 17<sup>th</sup>, Noon-2 p.m.
- Community Forum #4 (New Haven) February 18<sup>th</sup>, 10 a.m. to 11:30 a.m.
- Planning Council- February 18<sup>th</sup>, Noon-2 p.m. (New Haven)

**(9.0) Announcements**

None

**(10.0) Adjournment**

The meeting adjourned at 1:13 p.m.