



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, March 15, 2013
Start Time: 11:06 am
End Time: 11:41 am
Location: The Burrough's Community Center
Presiding Chair: Beverly Leach
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the February 15, 2013 meeting.

(1.0) Moment of Silence

Beverly called the meeting to order at 11:06 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Beverly welcomed everyone and asked members to introduce themselves.

(3.0) Co-Chair Announcements

Due to Leif's term ending, there is a need for a new Planning Council Co-Chair.

(4.0) Approval of February 15, 2013 Minutes

A motion to approve the minutes was made by Roberta Stewart and seconded by Brian Datcher.

For: (2) Caesar Moffett, Brian Datcher

Against: None

Abstain: (3) Beverly Leach, Roberta Stewart, Ken Teel

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

1. The minutes from February 7, 2013 were reviewed and approved. A correction to attendance was made for Alex Ortiz.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. Planning began for the May Consumer Forum. It was decided that it will be held in either Stamford or Norwalk. Two possible venues were discussed, Stamford Cares and Circle Care Center in Norwalk. Staff will follow up on these locations with a potential date of May 9th.
4. The Planning Council Feedback form was reviewed and the overall feedback was good.
5. The committee reviewed the attendance and all attendance was found to be accurate. There is concern due to several members who already have multiple absences so early in the year. Leif and Beverly are following up with those members.



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6. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and we are still having trouble filling the Medicaid position. Leif is continuing to work on this issue and trying to get a representative possibly from DSS in Bridgeport.
7. The grantee reported that since the grant has been submitted, a grant review process was conducted and more information is needed regarding 3rd party billing. This will be looked into. A partial award was received totaling 2.7 million and has been allocated throughout the 5 regions. Sera Morgan, the new program director will be conducting a site visit during the 1st week of April. She will be meeting with the Executive Committee on Thursday, April 4th at 11:00am before the M/F and SPA meetings on that day.
8. The next meeting will be held on Thursday, April 4, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. The minutes from February 7, 2013 were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
3. In a discussion of PSRA the following took place:
 - Priority Settings would be looked at first. The existing data sets from last year will be used with the addition of the statewide needs assessment and the 2 needs assessments being conducted by Ryan White, Previously Incarcerated and Recently Released and Young MSM.
 - Resource Allocation will be more intricate this year due to the uncertainty of the Medicaid Expansion Act, Universal Healthcare Coverage, and the Re-Authorization of Ryan White.
 - Resource Allocation methodology will be looked at and staff will do an analysis of the current process which looks at the region where an individual was diagnosed vs. the possible new process which would look at the region where they are receiving services.
 - Staff will also look into other EMA's and the process in which they do their resource allocation and report back to the committee.
 - It was decided that Ryan White for FF/NH Counties would not apply for the Core Medical Services Waiver this year.
4. The next SPA meeting will be held on April 4, 2013 from 2:00pm – 4:00pm.

c. QUALITY IMPROVEMENT

The Quality Improvement Committee meeting was cancelled due to inclement weather.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- A partial award was received of approximately 2.7 million dollars.
- Award letters have been sent to lead agencies based on the partial award that was received.



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- The remainder of the award is expected hopefully by the end of April, the amount is still unclear.
- Due to the budget sequestration in congress, there may be an impact which could mean 5% decrease in the final award.
- Thursday April 4th, Sera Morgan, the new HRSA project officer will meet with the Executive Committee 11:00 – 12:00pm.

(6.0) New/Old Business

a. Planning Council Training

Jeff Daniel and Sara Seaburg gave a presentation on the Ryan White Planning Council website for NH/FF Counties.

- The address of this site is www.ryanwhitecare.org
- There are now website statistics in place that will collect data about how many visits are made to the site and where visitors are going specifically within the site.
- Many important documents are on the site and Planning Council members acknowledged using for various reasons and found it very helpful to know they were there.
- The Grantee expressed the benefits of these documents and even studies when needed information to report to HRSA.

b. Parking Lot Items –

- No open items at this time

(7.0) Planning Council Committee Meetings

- a. MF – Thursday, April 4th, 12:00pm – 2:00pm
- b. SPA –Thursday, April 4th, 2:00pm – 4:00pm
- c. QI –Friday, April 5th, 12:00pm – 2:00pm
- d. Executive – Friday, April 12th, 10:30am - 11:30am
- e. Planning Council- Friday, April 12th, 12:00pm – 2:00pm

(9.0) Announcements – there were no announcements

(10.0) Adjournment - 11:41am

Ryan White EMA Planning Council
New Haven and Fairfield Counties



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Attendance Record - 2013

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X	X	X							
2.	<i>Beverly Leach PC Co-Chair</i>	A	A	X							
3.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A							
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X							
5.	Joanne Montgomery (Strategic Planning & Assessment Co- Chair)	X	X	A							
6.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	A	A	X							
7.	Ken Teel (Quality Improvement Co-Chair)	A	A	X							
8.	Andrew Lyons (Membership/Finance CoChair)	X	A	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Committee present:	63%	50%	63%							