

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



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, February 17<sup>th</sup>, 2011  
**Start Time:** 12:15 p.m.  
**End Time:** 1:15 p.m.  
**Location:** Burroughs Community Center, Bridgeport, CT  
**Presiding Chair:** Beverly Leach  
**Recorder:** Jeff Daniel

**Summary of Committee Business Votes**

- Minutes of January 13<sup>th</sup>, 2011 Executive Committee meeting

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

**(1.0) Moment of Silence**

Beverly Leach called the meeting to order at 12:15 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**

None



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**(4.0) Approval of January 13<sup>th</sup>, 2011 Meeting Summary**

Adaline Demarrais moved that the minutes of the Executive Committee meeting be approved. Roberta Stewart seconded the motion.

**For:** Kuerze, Montgomery, Stewart

**Against:** None

**Abstain:** Leach, DeMarrais, Burch

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Adaline DeMarrais gave the following Membership/Finance Committee report:

1. Reviewed the current grant year Planning Council Activity timeline. The committee is on track based on the assigned work activities
2. Reviewed the FY 2011 PCAT and finalized the work activities
3. Reviewed the PC reflectiveness. The Council is now reflective of HRSA's 33% non-aligned consumer representation. The Council is still seeking Hispanics, males and non-aligned consumers
4. Discussed the upcoming Community Forum (#4) to be held in New Haven on Friday, February 18<sup>th</sup> at 10:00 a.m. to 11:30 a.m.—prior to PC meeting
5. Discussed strategy for seating a Medicaid rep to the Council. Staff forwarded Medicaid letters to Tom Kidder for action
6. Reviewed membership applications and will bring 5 applications forward to the Council for consideration. The applicants are:
  - a. Ric Browne
  - b. Tom Kidder
  - c. Adaline DeMarrais
  - d. Christine Romanik
  - e. Roberta Stewart
7. Next meeting will be Thursday, March 3<sup>rd</sup> at Hill Health Center in New Haven from noon to 2 p.m.

**b. STRATEGIC PLANNING & ASSESSMENT**

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. Reviewed the PC feedback from January. The main comments were focused on the lack of parking at FSW. The committee noted that the PC meeting at FSW was a one-time thing.
2. Reviewed the current grant year Planning Council Activity timeline. The committee is on track based on the assigned work activities
3. Reviewed the FY 2011 PCAT and finalized the work activities
4. Reviewed and Discussed the EIIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies. The committee developed a survey instrument to be used in the high risk assessment (EIIHA Strategy #2)
5. Next meeting will be Thursday, March 3<sup>rd</sup> from 2-4 p.m. at the Hill Health Center in New Haven

**c. QUALITY IMPROVEMENT**

Brian Kuerze gave the following Quality Improvement report:



Leif Mitchell & Beverly Leach, Co-Chairs

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1. Reviewed Strategic Plan being developed for Quality Improvement Committee
2. Determined DRAFT 2011 PCAT for QI Committee
3. Discussed integration with other PC Committees and differentiation of QIC from RWO specific to QI

**(6.0) Grantees' Report**

Tom Butcher reported:

1. The Minority AIDS Initiative (MAI) carry-over request will be added to FY 2011 funding, per the EMA's Project Officer.
2. The Grantee has identified additional administrative funds from his budget and will be allocating those to Inpatient Substance Abuse
3. There is still no word on the Notice of Grant Award. The Federal government is operating on a Continuing Resolution (CR) which expires on Friday, March 4<sup>th</sup>.
4. There was a HRSA conference call indicating Part A jurisdictions are to receive 1/2 of FY 2010's Formula funding. No additional information on when the other part(s) of the award will come through

**(7.0) New/Old Business**

- a. Review of PCAT
  - i. The Committee reviewed the Executive Committee PCAT and determined the committee is on track with assigned work duties
- b. Review of Planning Council Agenda
  - i. The Committee reviewed the Friday, February 18<sup>th</sup>, 2011 Planning Council agenda for accuracy
- c. Planning Council Training review and discussion
  - i. The Executive Committee determined the training topic for Friday's PC meeting should be review of the Planning Council Activity Timeline (PCAT). Brian Kuerze was nominated to lead the Council through review of the PCAT.

**(8.0) Planning Council Committee meetings**

- MF – March 3<sup>rd</sup>, 2011 Noon- 2 p.m.\*--CORNELL SCOTT-HILL
- SPA –March 3<sup>rd</sup>, 2011 2 p.m.-4 p.m.\*--CORNELL SCOTT-HILL
- QI –March 4<sup>th</sup>, 2011 Noon-2 p.m. GREEK OLIVE
- Executive – March 10<sup>th</sup>, 2011 Noon-2 p.m. GREEK OLIVE
- Community Info Session #4 from 10 to 11:30 a.m. GREEK OLIVE
- Planning Council-March 11<sup>th</sup>, 2011 Noon-2 p.m. BURROUGHS

**(9.0) Announcements**

None

**(10.0) Adjournment**

The meeting adjourned at 1:15 p.m.