

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee
Meeting Minutes**

Meeting Date: Thursday, March 10th, 2011
Start Time: 12:40 p.m..
End Time: 1:20 p.m.
Location: The Greek Olive, New Haven, CT
Presiding Chair: Beverly Leach
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Minutes of February 17th, 2011 Executive Committee meeting

Attendance Record - 2011

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

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 12:40 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Executive Committee members introduced themselves

(3.0) Co-Chair Announcements

Beverly announced:

1. Meeting with the Mayor on Monday, March 7th
 - a. Tom Butcher stated that Mayor DeStefano communicated his confidence in the Council and that he would like to meet with the Co-Chairs and Grantee 2x/year



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2. HRSA Project Officer call on Wednesday, March 9th

(4.0) Approval of February 17th, 2011 Meeting Minutes

Bob Sideleau moved that the minutes of the Executive Committee meeting be approved. Roberta Stewart seconded the motion.

For: Burch, DeMarrais, Kuerze, Montgomery, Stewart

Against: None

Abstain: Leach, Sideleau

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Bob Sideleau gave the following Membership/Finance Committee report:

1. Reviewed Membership/Finance PCAT
 - a. Committee is on track based on the FY 2011 PCAT
2. Reviewed Planning Council Feedback
 - a. New responsibility for M/F: February Feedback was good. One comment about having only one Council Co-Chair. Remind everyone that Leif and Beverly switch off
3. Reviewed Planning Council Reflectiveness
 - a. PC's target for men has improved. Still need Hispanics and non-aligned consumer. Although we will be above target based on two members' work affiliations changing
4. Review Planning Council Attendance
5. Membership Recruitment and Retention Plans
 - a. De-Brief Community Info Session #4 (New Haven). Extensive discussion about the lack of consumer (and provider) participation at CIS #4. Bob will bring "poor results" to next New Haven Care Continuum meeting
 - b. Discuss Community Info Session #5 (Danbury)
 - i. Final CIS scheduled for Thursday 4/14 after Executive Committee meeting (also to be held in Danbury at APGD). Time: Noon to 1:30 p.m.
6. Reviewed of Membership Applications
 - a. Moved two applications forward to the Council based on applicants meeting attendance requirement: Dennis Torres and Heidi Jenkins
7. Develop Recruitment plan to maintain EMA's epidemic reflectiveness
 - a. Discussed three options: 1) focusing on Hispanic Unidos 2) Region 5 and 3) Bridgeport agencies (Adaline)
8. Next meeting will be Thursday, April 7th at Burroughs Community Center in Bridgeport from noon to 2 p.m.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart gave the following Strategic Planning & Assessment report:

1. Review Planning Council Activity Timeline (PCAT)
 - a. Committee is on track based on FY 2011's PCAT



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2. Reviewed status of the EMA's 9 EIIHA strategies. Most are in process with several completed
3. Needs Assessment Activity
 - a. Discussed the process to conduct an Out of Care (no CD4, Viral Load or ART w/l the past 6-12 months) Needs Assessment to inform FY 2010 PSRA. Due to partial grant award, timing of OOC NA will be determined once the RWO receives the full award. MIGHT NOT occur if the EMA receives a cut in funding. The QI committee requested SPA to formulate their data request so QI can have data to include in the FY 2012 PSRA process.
4. Next meeting will be Thursday, April 7th from 2-4 p.m. at the Burroughs Community Center in Bridgeport

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement report:

1. Operating under 2011 PCAT for QIC
2. Informed QIC that the 'Division of Labor' for Co-Chairs is:
 - a. Brian – facilitate each meeting and present business proceedings to Exec & PC with
 - b. Charlotte – head Consumer involvement/ recruitment function)
 - i. At M/F Consumer Forums throughout EMA
 - ii. At QIC meetings, to involve, shepherd and help new consumer attendees in orienting to business, discussion
 - iii. For both, to have a Frequently Asked Questions page of role of consumer in QIC
3. Spent the majority of the expanded session hearing presentations/overviews from the 5 Regions/ Lead Agencies about their approach to Early Intervention Services
 - a. Themes, Approaches to be disseminated by Staff this week to attendees
 - b. Draft Standard of Care to be reviewed and voted on for Pilot Use by Agencies in April QIC meeting
4. Next meeting will be Friday, April 8th from noon to 2 p.m. at Burroughs Community Center in Bridgeport

(6.0) Grantees' Report

Tom Butcher reported:

1. Thanked the regional leads for their EIS presentations
2. Notified the Council that the EMA has received a partial grant award representing 50% of FY 2010's Formula funding (\$2,773,000)
3. Based on the partial grant awards, the Ryan White Office is putting together 6 month scopes of work for contractors
4. Membership/Finance may need to look at contingency funding again
5. Gail will attend Planning Council

(7.0) New/Old Business

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- 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, March 11th, 2011 Planning Council agenda for accuracy
- c. Planning Council Training review and discussion

(8.0) Planning Council Committee meetings

- MF – April 7th, 2011 Noon- 2 p.m.--BURROUGHS
- SPA –April 7th, 2011 2 p.m.-4 p.m.--BURROUGHS
- QI –April 8th, 2011 Noon-2 p.m. BURROUGHS
- Executive – April 14th, 2011 10:00 to 11:30 a.m. AIDS PROJECT OF GREATER DANBURY
- Community Info Session #5 from Noon to 1:30 p.m. AIDS PROJECT OF GREATER DANBURY
- Planning Council-March 11th, 2011 Noon-2 p.m. THE GREEK OLIVE

(9.0) Announcements

April 8th: Gay Bingo at MidFairfield AIDS Project

(10.0) Adjournment

The meeting adjourned at 1:20 p.m.