



Leif Mitchell & Beverly Leach, Co-Chairs

**Executive Committee
Meeting Minutes**

Meeting Date: Thursday, April 11th, 2011
Start Time: 10 a.m.
End Time: 11: 25 a.m.
Location: AIDS Project Greater Danbury
Presiding Chair: Leif Mitchell
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Minutes of March 10th, 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	X								
2.	Adaline DeMarrais (Membership/Finance Co-Chair)	A	X	X	X								
3.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	X	X								
4.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X								
5.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X								
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X								
7.	Robert Sideleau (Membership/Finance Co-Chair)	X	A	X	X								
8.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X								
	Ryan White Office	X	X	X	X								
	Planning Council Staff	X	X	X	X								
	% of Committee present:	75%	75%	75%	100%								

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 10 a.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

HRSA Project Officer call on April 13th attended by Tom, Jeff and myself. The EMA has a new Project Officer: Britney Bovenizer who will be responsible for all of Connecticut



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(4.0) Approval of March 10th, 2011 Meeting Summary

Bob Sideleau moved that the minutes of the Executive Committee meeting be approved. Joanne Montgomery seconded the motion.

For: DeMarrais, Montgomery, Sideleau, Stewart

Against: None

Abstain: Mitchell

Not Present: Burch, Kuerze, Leach

(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. March Feedback was good. Friendly reminder by Council Co-Chairs for Planning Council members to limit side discussions
3. Reviewed Planning Council Reflectiveness
 - a. PC's target for non-conflicted consumers has improved. Still seeking Hispanics and non-aligned consumer as well as a Medicaid representative
4. Reviewed Planning Council Attendance
 - a. Two members were made aware that they had missed 3 meetings. Per the Council's by-laws, each member is allowed to miss 4 committee meetings and 4 Planning Council meetings before they are removed from the Council.
5. Membership Recruitment and Retention Plans
 - a. Discussed Community Info Session #5 (Danbury)
 - i. Bob and/or Leif will lead the Consumer Forum. Roberta and Caesar anticipate roughly 20 attendees
6. Reviewed of Membership Applications
 - a. No applications to review at this time
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. The Grantee provided the committee with an expenditure report. Preliminary expenditure rate is 99% for services. Factoring in the grantee's administration budget, the percentage is 98%.
9. Next meeting will be Thursday, May 5th at The Greek Olive 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 current grant year Planning Council Activity timeline.
 - a) The committee is on track based on the assigned work activities
2. Develop 2012 Priority Setting and Resource Allocation Process



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- a) Committee reviewed the FY 2011 Priority Setting data sets. For FY 2012 the committee will use the following data sets to inform the EMA's Service Priorities:
 1. 2011 Out of Care Needs Assessment (if able to have completed in time) or none. The Council will conduct an Out of Care Needs Assessment but it might be after the PSRA process. The grantee, when writing the FY 2012 application, will inform HRSA that the EMA is in the process of conducting an Out of Care Study. The Committee felt the 2007 Out of Care Needs Assessment was dated and not relevant to FY 2012 planning
 2. 2010 In Care Needs Assessment
 3. 2010 Community Forums
 4. 2010 Service Utilization
 5. 2010 Public Comment (from Planning Council Meetings)
 6. 2010 Newly Diagnosed Needs Assessment
 7. Quality Improvement data
3. At the May SPA meeting, the committee will review data to inform FY 2012 Resource Allocation
4. Reviewed and Discussed the EIIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies.
 - a) Most of the 9 strategies are completed or in process
 - b) Staff presented Peer Outreach models based on research conducted from other EMAs and TGAs. This information will be used by to help construct the EMA's Peer Outreach model, which is a component of Early Intervention Services
 - c) Gabriella Rosa suggested the committee update the EIIHA strategies—which will occur in May
5. Needs Assessment Activity
 - a) Discussed the process to conduct an Out of Care (no CD4, Viral Load or ART w/I the past 6-12 months) Needs Assessment to inform FY 2012 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.
6. Next meeting will be Thursday, May 5th from 2-4 p.m. at the Greek Olive in New Haven

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement report:

1. Reviewed the current grant year Planning Council Activity timeline.
 - a. The committee is on track based on the assigned work activities
2. Reviewed Strategic Plan being developed for Quality Improvement Committee
3. Reviewed the Primary Medical Care Standard of Care and began to update it based on the newly issued HRSA program monitoring standards
4. Reviewed the Medical Case Management Standard of Care and began to update it based on the newly issued HRSA program monitoring standards
5. Review and updated Early Intervention Services Standard of care based on the newly issued HRAS program monitoring standards
 - a. It is somewhat complicated and the committee is aligning it with the National HIV/AIDS Strategy



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6. Reviewed SPA's data request for QI information to be used in the FY 2012 Priority Setting and Resource Allocation process
7. Next meeting will be Friday, May 6th at The Greek Olive in New Haven from noon to 2 p.m.

(6.0) Grantees' Report

Tom Butcher reported:

1. The EMA has not received final Notice of Grant Award yet.
2. Based on the final Congressional budget, the Ryan White program took a relatively minor .2% cut, which is very good for People Living with HIV/AIDS
3. HRSA has released new Monitoring Standards totaling 78 pages
4. on final expenditures for the EMA totaling 99.65% of available funds. When Admin funds are included, the total expenditure rate is 98.8%. The grantee will be applying for carryover funds and would like the Mem/Fi committee to discuss a carryover request at its May meeting. Committee members were very supportive of the grantee in its incredible expenditure rate.

(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, April 15th, 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 National HIV/AIDS Strategy and be presented by Leif Mitchell.

(8.0) Planning Council Committee meetings

- MF – May 5th- Noon- 2 p.m.
- SPA –May 5th- 2 p.m.-4 p.m.
- QI –May 6th, Noon-2 p.m.
- Executive – May 12th, Noon -2 p.m.
- Planning Council- May 13th, Noon-2 p.m. (Bridgeport)

(9.0) Announcements

None

(10.0) Adjournment

The meeting adjourned at 11:25 a.m.