



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee
Meeting Summary

Meeting Date: Friday, September 9th, 2011
Start Time: 10:08 a.m.
End Time: 11:08 a.m.
Location: Burroughs Community Center
Presiding Chair: Leif Mitchell
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Minutes of August 12th, 2011 Executive Committee meeting minutes

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 10:08 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Leif welcomed everyone, and recommended that we forego introductions since the group is small and everyone knows each other.

(3.0) Co-Chair Announcements

- a. Communication with HRSA Project Officer regarding Medicaid Rep. She suggested the Medicaid rep be allowed to participate via teleconference. Discussion points:
 - i. Conference Call capabilities during our meetings
 - ii. Exception: will other members be allowed to participate via Con Call?
 - iii. Meeting requirements for committee meetings: "As needed"
 - iv. referred to SPA for By Law consideration
- b. Remind Council members not to "talk over" other members and wait until they are called on by the presiding Co-Chair

(4.0) Approval of Minutes from August 11th, 2011 Meeting Summary

Adaline DeMarrais moved that the minutes of the Executive Committee meeting be approved.
Joanne Montgomery seconded the motion.

For: DeMarrais, Kuerze, Montgomery, Stewart

Against: None

Abstain: Leach, Mitchell

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Adaline DeMarrais the following Membership/Finance Committee report:



Leif Mitchell & Beverly Leach, Co-Chairs

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the July work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from August. The feedback was very good with the note that PC members need not talk “over one another”
3. The Committee reviewed the Planning Council reflectiveness. The Council is at 35% non-conflicted consumer with a goal of 33%. The Council is still seeking at Medicaid representative as well as Hispanic; Male and non-conflicted consumers. The reflectiveness has become much more compliant with African Americans compliant and males coming closer to compliance. The Council is stills seeking Hispanics, Males and Non-Conflicted consumers (HIV+ individuals who do not work for or sit on the board of a Part A funded agency)
4. The Committee reviewed the Planning Council attendance. One member has missed 4 Planning Council meetings. Per the Council’s By-Laws, on the fifth absence of either committee meetings or Planning Council meetings, the member is discharged from the Council. Several other Council members have three absences and they have been notified of the need to attend meetings. Last month’s attendance at committee meetings and Planning Council was excellent!
5. The Committee reviewed three membership applications. The applicants have been notified of their status.
6. The Committee discussed recruitment strategies to maintain the EMA’s reflectiveness
 - a. The Committee reviewed data from Community Forum #6 in Meriden. The overall feedback was very good. The Committee also reviewed the “dot exercise” from the Meriden Community Forum participants.
7. Finally, the Committee received a Grantee report from Tom Butcher
8. Next meeting is Thursday, October 4th, 2011 from noon to 2 p.m. at Burroughs in Bridgeport

b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the July work activities assigned to the committee.
2. The Committee spent most of the meeting finalizing the FY 2012 Resource Allocation. The committee worked with staff on the Resource allocation workbook. The committee received the final FY 2011 amounts and compared those amounts and percentages to the FY 2012 amounts and percentages. The Committee took in to account four components to arrive at the FY 2012 grant request:
 - a. Component 1 & 2: In Care + Increase based on Epi
 - b. Out of Care Into Care (7.5% of Out of Care Estimate=150 PLWHA)
 - c. Unaware linked to Care (7.5% of Unaware Estimate=50 Unaware PLWHA made aware and linked to care)
 - d. Used PMC as the denominator to project utilization for Components 3 & 4
 - e. ***At Planning Council, the SPA committee makes a motion to approve the FY 2012 Resource Allocation in the amount of \$8,918,130***
3. The Committee did not have time to discuss the Early Intervention Service Model review.



Leif Mitchell & Beverly Leach, Co-Chairs

4. The Committee did not have time to discuss the Early Identification of Individuals with HIV/AIDS (EIIHA) strategies.
5. The Committee will discuss the Needs Assessment activity at next month's meeting now that the final FY 2011 Notice of Grant Award has been received.
6. Next meeting is Thursday, October 4th, from 2 to 4 p.m. at Burroughs in Bridgeport

c. QUALITY IMPROVEMENT—No Report

(6.0) Grantees' Report

Gail Glenn reported:

1. The EMA received the final Notice of Grant Award in the amount of \$7,196,050. The amount includes both MAI and Formula carryover requests.
2. Regional lead award letters were sent out on 9/8/11 and scopes of work are due back to the Ryan White Office by 9/23/11.

(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. Finalize FY 2010 Administrative Assessment
 - i. Staff presented results from the FY 2010 Assessment of the Administrative Mechanism. The only data piece missing was "2.Part A contracts with service providers were signed in a timely manner". The Ryan White Office will provide staff with the data for next month's Executive Committee meeting.
- c. Review of Planning Council Agenda
 - i. The Committee reviewed the PC agenda
- d. Planning Council Training review and discussion
 - i. The Committee decided to present Resource Allocation at September's PC meeting (by Roberta Stewart) and Assessment of the Administrative Agent results in October (Adaline DeMarrais).

(8.0) Planning Council Committee meetings

- MF – Thursday, October 6th Noon- 2 p.m. (Bridgeport)
- SPA –Thursday, October 6th 2 p.m.-4 p.m. (Bridgeport)
- QI –Friday, October 7th Noon-2 p.m.(Bridgeport)
- Executive – Friday, October 14th, 10 a.m. to 11:30 a.m. (New Haven)
- Planning Council- Friday, October 14th, Noon-2 p.m. (New Haven)

(9.0) Announcements

- None

(10.0) Adjournment

The meeting adjourned at 11:08 a.m.

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

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.	Adaline DeMarrais (Membership/Finance Co-Chair)	A	X	X	X	X	A	X	X	X			
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	X	X			
3.	<i>Beverly Leach PC Co- Chair</i>	X	X	X	X	X	X	A	X	X			
4.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X	X	X	X	X	X			
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)							X	X	A			
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A	X	X			
7.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	X	X			
8.	Ken Teel (Quality Improvement Co-Chair)							X	A	A			
	Ryan White Office	X	X	X	X	X	A	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X	X	X			
	% of Committee present:	75%	75%	75%	100%	100%	83%	75%	88%	75%			