



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee
Meeting Summary

Meeting Date: Friday, October 14th, 2011
Start Time: 10:08 a.m.
End Time: 11:08 a.m.
Location: The Greek Olive
Presiding Chair: Beverly Leach
Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Committee Business Votes

- Minutes of September 9th, 2011 Executive Committee meeting minutes
- FY 2010 Administrative Assessment

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 10:30 a.m. 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 recommended that we forego introductions since the group is small and everyone knows each other.

(3.0) Co-Chair Announcements

None

(4.0) Approval of Minutes from September 9th, 2011 Meeting Summary

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

For: DeMarrais, Kuerze, Stewart

Against: None

Abstain: Leach, Moffett

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Adaline DeMarrais the following Membership/Finance Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from September. The feedback was very strong.
3. The Committee reviewed the Planning Council reflectiveness. The Council is at 33% 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.
4. The Committee reviewed the Planning Council attendance. One member has been removed from the Council due to attendance-- Several other Council members have three absences and they have been notified of the need to attend meetings.



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5. The Committee reviewed membership applications.
 - a. **At Planning Council, the M/F committee will make a motion to approve Cedric Reid's application (comes from committee and doesn't require a second).**
6. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness
 - a. Several great ideas were discussed. The committee plans to use the December and January Planning Council meeting as recruitment opportunities. The Committee discussed several unique, exciting ways to make the Dec/Jan PC meetings informative and interactive for guests.
7. Next meeting is Thursday, November 3rd from Noon to 2 p.m. at The Greek Olive in New Haven

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart 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 work activities assigned to the committee.
2. The Committee spent most of the meeting reviewing and finalizing the FY 12 Directives. (I will have the FY 12 Directives with track changes so everyone can see where the committee made changes).
 - a. **At Planning Council, the SPA committee will make a motion to approve the FY 2012 Directives (comes from committee and doesn't require a second).**
3. The Committee did not have time to discuss the Early Intervention Service Model review.
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, November 3rd from 2 to 4 p.m. at The Greek Olive in New Haven

c. QUALITY IMPROVEMENT

Brian Kuerze gave the following Quality Improvement Report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that QI was on track based on the work activities assigned to the committee.
2. Focused on reviewing the final findings of the 2011 Quality Site Visits. This year the visits focused on the four (4) services specifically mentioned in the National HIV/AIDS Strategy (NHAS) – Ambulatory/ Outpatient Medical Care, Medical Case Management, Early Intervention Services and Housing.
3. A PowerPoint presentation reviewed the high risk groups as cited by National HIV/AIDS Strategy as being HIV positive but unaware of their status.
4. *Plan-Do-Study-Act Inventory:* An inventory of 27 PDSAs occurring within Regions or by individual agencies was reviewed by the Quality Improvement Committee.
5. *Technical Assistance:* EMA-wide focus is on data entry for CAREWare specific to the integrity of the HRSA: HIV/AIDS Bureau (HRSA: HAB) performance measures. Agency-specific TA is being conducted in the last two months of 2011 for unduplicated client counts (RW Part A and C provider), for a new MCM regarding quality improvement duties and Standards of Care, and documentation in charts for one AOMC provider.
6. Next meeting is Friday, November 4th, from Noon to 2 p.m. at The Greek Olive in New Haven



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(6.0) Grantees' Report

Tom Butcher reported:

1. The Ryan White Office is working on Conditions of Award
2. The Ryan White Office is working on the FY 2012 Grant Application in conjunction with Jeff and Tracy from Collaborative
3. Contracts are in process at City Hall
4. August and September Invoices are being processed.
5. Tracy with Collaborative is finalizing the QI provider reports
6. Early Intervention Summit with regional leads is scheduled for November 15th from Noon to 2 p.m. at The Greek Olive. This meeting will include staff from Part B and the purpose is to quantify EIS strategies throughout the EMA
7. 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. The Committee reviewed the findings of the 2010 Administrative Assessment. Executive Committee members commented that the Ryan White Office was doing an excellent job and there were no concerns or issues.
Adaline DeMarrais moved that the minutes of the Executive Committee meeting be approved. Brian Kuerze seconded the motion. The motion was approved unanimously.
For: DeMarrais, Kuerze, Moffett, Stewart
Against: None
Abstain: Leach
- 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 the Assessment of the Administrative Agent results and that Adaline DeMarrais would conduct the training.

(8.0) Planning Council Committee meetings

- MF – Thursday, November 3rd, Noon- 2 p.m. (New Haven)
- SPA –Thursday, November 3rd, 2 p.m.-4 p.m. (New Haven)
- QI –Friday, November 4th, Noon-2 p.m.(New Haven)
- Executive – Friday, November 18th, 10:30 a.m. to 11:30 a.m. (Bridgeport)
- Planning Council- Friday, November 18th, Noon-2 p.m. (Bridgeport)

(9.0) Announcements

- None

(10.0) Adjournment

The meeting adjourned at 11:30 a.m.

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



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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	X		
2.	Brian Kuerze (Quality Improvement Co-Chair)	X	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	X		
4.	<i>Leif Mitchell PC Co-Chair</i>	X	A	A	X	X	X	X	X	X	A		
5.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)							X	X	A	X		
6.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A	X	X	A		
7.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X	X	X	X		
8.	Ken Teel (Quality Improvement Co-Chair)							X	A	A	A		
	Ryan White Office	X	X	X	X	X	A	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X		
	% of Committee present:	75%	75%	75%	100%	100%	83%	75%	88%	75%	63%		