



*Leif Mitchell & Beverly Leach, Co-Chairs*

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**Executive Committee**

**Meeting Summary**

**Meeting Date:** Friday, January 13, 2012  
**Start Time:** 10:30 a.m.  
**End Time:** 11:20 a.m.  
**Location:** Burroughs Community Center  
**Presiding Chair:** Beverly Leach  
**Recorder:** Tracy Kulik for Jeff Daniel

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**Summary of Committee Business Votes**

- Approval of Minutes from the December 9, 2011 meeting

**(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.

**(3.0) Co-Chair Announcements**

Beverly reminded the group of our Community Forum for Region 3 to follow during the Planning Council meeting

**(4.0) Approval of December 9, 2011 Meeting Summary**

A motion to approve the minutes was made by Joanne Montgomery and seconded by Adaline DeMarrais

**For:** DeMarrais, Kuerze, Mitchell, Moffett, Montgomery, Stewart, and Teel

**Against:** None

**Abstain:** Leach

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Adaline DeMarrais gave the following Membership/Finance Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F is on track based on the work activities assigned to the Committee.
2. Adaline referenced the committee's delight at the attendance at the New Haven Open House with 60 attendees including Planning Council members. She voiced wishes that today's (Region 3: Bridgeport) forum is equally well attended.
3. The Committee is ahead of its goals on reflectiveness with need for more non-conflicted Hispanic male consumers and a Medicaid representative. The Council is currently at 35% of non-conflicted consumers compared to a goal of 33%.
4. Adaline noted that there are two Planning Council Calendar conflicts—one in April for the Quality Improvement Committee which will now be held on Thursday, April 12th (versus Friday, April 13 or Good Friday) and the other for July in which the previously scheduled Friday, July 6th QI Committee date will now be pushed back one week to Friday, July 13th to avoid the 4th of July holiday.
5. M/F has recommended that there be no June meetings this year, and possibly, none in December.
6. There is one membership application that is processing.
7. Since this is the end of the Calendar Year, membership attendance 're-sets'. Adaline requested that all members strive to maintain required attendance.
8. The next M/F meeting is scheduled for Thursday, February 2nd, Noon-2 p.m. in Bridgeport



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**b. STRATEGIC PLANNING & ASSESSMENT**

Joanne Montgomery presented the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that SPA is on track based on the work activities assigned to the Committee.
2. Bylaws are under review with changes to be emailed to the Planning Council prior to the next SPA meeting—it was suggested that this be the topic for Planning Council training in February.
3. The only major item of change is refining the membership application process with detailed review of the process leading to application.
4. The proposed Scope of Work for next Fiscal Year (starting in March) was discussed with emphasis on the Comprehensive Strategic Plan
5. The next SPA meeting is scheduled for Thursday, February 2nd, 2 p.m. – 4 p.m. in Bridgeport.

**c. QUALITY IMPROVEMENT**

Ken Teel presented the following Quality Improvement Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that QI is on track based on the work activities assigned to the Committee.
2. The January 6th meeting resulted in finalization of the HIV: Hepatitis C co-infection protocol in advance of anticipated FDA approval of the two new direct antiretroviral drugs for co-infected individuals (mono HCV infected use has been approved since May 13, 2011).
3. In addition to review of the 2012 Scope of Work, discussion of any revisions to Standards of Care will occur at the February meeting with focus on CAREWare content issues.
4. The next QI meeting is scheduled for Friday, February 3rd, Noon-2 p.m. in Bridgeport.

**b. Reviewed Planning Council Training**

Beverly and Adaline reviewed the upcoming training outlining gift certificate responsibilities and the need to receive evaluations of the meeting prior to disbursement. In addition, Adaline stressed the desire to receive new membership applications. Leif reviewed the training packet in which each Committee (M/F, SPA and QI) will review their charge, roles and content during the Planning Council meeting. Two opportunities for Open or Public Comment are available—one at the beginning and one at the end of the meeting.

**(6.0) Grantee's Office Reports**

- Year-to-date expenditure is at 65% as of December 31, 2011. This is not ideal given the time of year, but based on Project Officer discussions, appears much better than the norm which is at 40%. Formula must be spent down first to avoid penalties and not allow the EMA to apply for Supplemental funds, and then Supplemental spent down. There is no penalty if Minority AIDS Initiative (MAI) funds are not spent down.
- The federal budget has been approved with verbal notification that Ryan White Part A grantees will receive full awards as of March 1st.
- An Update will be given of the Comprehensive Plan at the Planning Council/Open House.
- Contract renewals will occur with the Lead Agencies for this upcoming Fiscal Year versus Requests For Proposal.

**(7.0) New/Old Business - none**

**(8.0) Planning Council Committee Meetings (Bridgeport)**

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

**(9.0) Announcements - none**

**(10.0) Adjournment - The meeting adjourned at 11:20 a.m.**