



Leif Mitchell & Beverly Leach, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, February 15, 2013
Start Time: 10:45 am
End Time: 11:15 am
Location: The Burrough's Community Center
Presiding Chair: Leif Mitchell
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 11, 2013 meeting.

(1.0) Moment of Silence

Leif called the meeting to order at 10:45 am. 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 asked members to introduce themselves.

(3.0) Co-Chair Announcements

- Leif's term is ending in July and he explained the process to apply to the co-chair position for Planning Council.
- Sera Morgan, the new project officer will be coming to sit in on our April meetings
- Leif asked that if you are going to absent from a committee or Planning Council meeting, to please let the co-chairs know.
- The attendance policy was reviewed due to the cancelled QI meeting. All Planning Council members will receive an "E" for committee meetings attendance.

(4.0) Approval of January 11, 2013 Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Caesar Moffett

For: (3) Caesar Moffett, Joanne Montgomery, Brian Datcher

Against: None

Abstain: (1) Leif Mitchell

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

1. The minutes from January were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that M/F was on track based on the work activities assigned to the committee.
3. A new membership application for Planning Council was approved to be moved to Planning Council for a final vote.
4. The Planning Council Feedback form was reviewed and the overall feedback was very good.



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5. The committee reviewed the attendance and all attendance was found to be accurate.
6. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and we are still having trouble filling the Medicaid position. We will reach out to Joanne who mentioned approaching some individuals who may be interested.
7. The grantee reported the budget for the 3rd quarter which runs from September to November and Ryan White is doing very well with approximately 75% of all funds spent.
8. The next meeting will be held on Thursday, March 7, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.

b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The minutes from January were reviewed and approved.
2. 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
3. A FY2013 PRSA Debriefing was presented by Jeff. Several options were discussed as to how the allocation of funds between the regions is analyzed. Topics such as how to set up and use CAREWare more effectively to help in this process, using surveillance units for CD4 and VL reporting and geomapping which would allow the VL burden to be identified throughout the regions. Overall, there is an effort to update the decision making process to make sure people are getting funding in the region where they are receiving care vs. the region where they were diagnosed.
4. The 2 new needs assessments were discussed:
 - Previously Incarcerated and Recently Released Individuals within the last 2 years
 - MSM Youth age 24 and under.A CAREWare report was presented identifying what regions are serving individuals in these 2 groups.
5. The next SPA meeting will be held on March 7, 2013 from 2:00pm – 4:00pm.

c. QUALITY IMPROVEMENT

The Quality Improvement Committee meeting was cancelled due to inclement weather.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- All 3 RFPs have been distributed
- The Planning Council Support is due back by February 19th and once received will be review by Roberta, Joanne and Leif
- The Quality Management RFP is also due back on February 19th
- A partial award is expected and will be approximately 45% of the total award. They will be issuing contracts based on the framework of this award.

(6.0) New/Old Business

a. Planning Council Training

Leif Mitchell will give a presentation on Transgender.

Ryan White EMA Planning Council
New Haven and Fairfield Counties



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- b. Parking Lot Items –**
- No open items at this time

(7.0) Planning Council Committee Meetings

- MF – Thursday, March 7th, 12:00pm – 2:00pm
- SPA –Thursday, March 7th, 2:00pm – 4:00pm
- QI –Friday, March 8th, 12:00pm – 2:00pm
- Executive – Friday, March 15th, 10:30am - 11:30am
- Planning Council- Friday, March 15th, 12:00pm – 2:00pm

(9.0) Announcements – there were no announcements

(10.0) Adjournment - 11:15am

Attendance Record - 2013

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X	X								
2.	<i>Beverly Leach PC Co-Chair</i>	A	A								
3.	<i>Leif Mitchell PC Co-Chair</i>	X	X								
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X								
5.	Joanne Montgomery (Strategic Planning & Assessment Co- Chair)	X	X								
6.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	A	A								
7.	Ken Teel (Quality Improvement Co-Chair)	A	A								
8.	Andrew Lyons (Membership/Finance CoChair)	X	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Committee present:	63%	50%								

Planning Council members in attendance: Ronald Lee
 Guests: Carmen Cruz