



Beverly Leach & Roberta Stewart, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, July 19, 2013
Start Time: 10:40am
End Time: 11:25 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 10, 2013 meeting.

(1.0) Moment of Silence

Roberta called the meeting to order at 10:40am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Roberta welcomed everyone and asked members to introduce themselves.

(3.0) Co-Chair Announcements

- SPA co-chair – Heidi Jenkins has expressed interest in this position. Roberta and Beverly and recommended to the committee that Heidi fill this position. The committee was in agreement
- M/F co-chair – Ronald Lee had expressed interest in this position, and there is also another PC member who has expressed interest. This will be brought back to the M/F Committee for a discussion regarding both interested members.

(4.0) Approval of May 10, 2013 Minutes

A motion to approve the minutes was made by Caesar Moffett and seconded by Alex Ortiz.

For: (2) Moffett, Ortiz

Against: None

Abstain: (3) Datcher, Montgomery, Stewart

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

- Reviewed the PCAT. Committee is on track with all assigned activities
- Reviewed the Assessment of the Administrative Agent tool. The committee voted to approve the tool with no changes



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- Reviewed Planning Council feedback from May. Feedback was very good and many respondents noted that Leif will be greatly missed
- Reviewed Planning Council attendance. Several members have three absences (either at committee or Planning Council); Staff (Sara) will follow with each member to discuss their attendance
- Reviewed PC membership for federal reflectiveness mandate. The council is at 33% non-conflicted consumer. We need to recruit more consumers to join the council
- Committee reconciled the 2013 Notice of Grant award based on the information supplied by the grantee. The M/F committee recommended two items to Strategic Planning and Assessment to consider when discussing HIV services: 1) Reallocating a portion of Minority AIDS Initiative funding out of Early Intervention Services and into other service categories and 2) allowing regions the flexibility to determine their allocations (this was deemed not possible). The committee also asked for an item to be listed in the Parking Lot for discussion when SPA discusses Directives: “Agencies providing Ryan White services must be financially capable of offering services even without waiting for reimbursement”
- Next meeting is Thursday, August 1st at noon at Burroughs

b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

- Reviewed the PCAT. Committee is on track with all assigned activities
- Most of the meeting was spent discussing the impact of the 2013 notice of grant award (Roughly \$900,000 less than last year). The committee discussed the two suggestions from Membership/Finance: Reallocating a portion of Minority AIDS Initiative funding out of Early Intervention Services and into other service categories and 2) allowing regions the flexibility to determine their allocations
- Based on expenditure data, the committee felt it best to let the allocations stand. The committee approved the allocations and at this time makes a motion to approve the 2013 allocations as listed on the spreadsheet.
- Next Meeting is Thursday, August 1st from 2-4 p.m. at Burroughs. We will be setting 2014 priorities and reviewing the service category definitions.
- A discussion took place where Roberta shared her recommendation along with Beverly’s for Heidi Jenkins to be the new co-chair of the Strategic Planning & Assessment Committee. The Executive Committee agreed.

c. QUALITY IMPROVEMENT

- There was no Quality Improvement Committee meeting this month.
- The next meeting is Friday, August 2nd from 2-4pm at Burrough’s.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:



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- Tom has been working with regions regarding approximately \$900,000 reduction of funding for this upcoming grant year. The spreadsheet with all new allocations has been sent out to all regional leads so everyone can work on their contracts with the reduced funding in mind. This has been done so that there is no gap in services for consumers. Joanne expressed the need to communicate this new funding situation to the clients of RW providers. Tom said at the regional meetings, this can be discussed and the best way for providers to communicate this to all clients will be a topic.
- Tom will follow up with providers with an award letter once the FY 2013 allocations are approved by Planning Council
- The Assessment of the Administrative Mechanism was received by the Grantee from Planning Council Staff and they are collecting their data to determine the outcome if this.

(6.0) New/Old Business

- **Planning Council Training**

Jeff will present a high level summary of the PSRA process to Planning Council today.

- **Parking Lot Items**

There are no parking lot items

(7.0) Planning Council Committee Meetings

- a. MF – Thursday August 1, 2013 12:00pm – 2:00pm
- a. SPA – Thursday, August 1, 2013 2:00pm – 4:00pm
- b. QI – Friday, August 2, 2013 12:00pm – 2:00pm
- c. Executive – Friday, August 9, 2013 10:30am – 11:30am
- d. Planning Council- Friday, August 9, 2013 12:00pm – 2:00pm

(8.0) Announcements

- Recovery Network of Programs has several positions open. Please see Joanne for details.

(10.0) Adjournment - 11:25am

Ryan White EMA Planning Council
New Haven and Fairfield Counties



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Attendance Record - 2013

	Council Member	Jan	Feb	Mar	April	May	Jul	Au g	Sep	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X	X	X	X	A	X				
2.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X	A				
3.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X	X	A	X				
4.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A	A	A	X				
5.	Roberta Stewart (Strategic Planning & Assessment Co-Chair)	A	A	X	X	X	X				
6.	Ken Teel (Quality Improvement Co-Chair)	A	A	X	X	A	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Committee present:	63%	50%	63%	75%	43%	67%				

Planning Council Members: Alex Ortiz, Ronald Lee