



Beverly Leach & Roberta Stewart, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, September 13, 2013
Start Time: 10:39am
End Time: 11:30 am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 9, 2013

(1.0) Moment of Silence

Roberta called the meeting to order at 10:39am. 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

- No announcements were made.

(4.0) Approval of August 9, 2013 Minutes

A motion to approve the minutes was made by Joanne Montgomery and seconded by Alex Ortiz

For: (4) Ortiz, Montgomery, Leach, Jenkins

Against: None

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning and Assessment Committee report:

- The minutes from August 1, 2013 were reviewed and approved.
- Comments were heard from the Bridgeport region regarding reduction in funding and ideas of how we can better serve clients with less money. Joanne also reiterated the importance of committee attendance in order to have a voice in the processes which affect consumers.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.



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- Allocations for the FY2014 grant application were discussed and Jeff presented on the resource allocation process and reviewed the allocations that were approved for last year. He also gave an overview of the process and spreadsheet format. The committee approved the allocations for the FY2014 grant application in the amount of \$7,457,079. VOTE NEEDED HERE FOR FINAL APPROVAL BY PLANNING COUNCIL.
- A discussion took place regarding the MAI funds and if leaving them in EIS was the best decision. An item was added to the parking lot:
 1. When discussing MAI funds, we need to collect more data in order to determine if EIS is the most effective area for these funds.
- The committee did approve leaving all Minority Aids Initiative funds in EIS at this time.
- Another item was added to the parking lot regarding the allocation calculations. Is there data that we can evaluate to better determine the allocation amounts in all service categories?
- The next Strategic Planning and Assessment committee meeting will take place on Thursday, October 3, 2013 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

Brian Datcher gave the following Quality Improvement Committee report:.

- The minutes from May 4, 2013 and July 3, 2013 were voted on and approved.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- Tracy presented on the Agency Specific Plan to Do Study Act. All (5) regions were listed with specific agencies identified. Within each agency, there were specific areas identified for studies.
- Tracy also reviewed the preliminary site findings and areas where technical assistance was required including sampling methodology, pilot services and grant data. A long discussion took place touching on the following topics: EIS coming out of pilot mode and creating Standards of Care, the feedback from the Acuity Scale tool that was tested, and the possibility of moving all clients to have a required MCM in order to track client counts and eligibility.
- A parking was added: When a client is referred to a primary medical doctor, in some regions the wait time on an appointment is unacceptably long. When discussing Standards of Care – this needs to be addressed.
- The need for a new co-chair was discussed and at this time there were no volunteers.
- The next meeting will be held on Thursday, October 3, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm

A discussion took place at this point regarding membership and need for more Planning Council members. Barriers to this were looked at and a need to review our process for acquiring new



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Planning Council members was talked about. A thought was that we follow up with guests that've attended Planning Council members and find out why they haven't returned. All these ideas will be added the Membership/Finance agenda in October for discussion there.

c. MEMBERSHIP/FINANCE

Alex Ortiz gave the following report for the Membership/Finance Committee:

- The minutes from August 1, 2013 were reviewed and approved.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- The Planning Council Feedback form was reviewed and the overall feedback was good.
- The committee reviewed the attendance and all attendance was found to be accurate.
- The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and everything is good right now.
- (2) applications were presented to the committee, (1) renewal and (1) new application. Each applicant needs to satisfy attendance to (1) Planning Council meeting before the final vote.
- The committee discussed scheduling a consumer forum and it was decided at this time given the reduction in funding not to have one. The results in gaining new Planning Council members from consumer forums have not been good. A parking lot item was asked to go to the SPA committee:
 - When talking about directives to consider having region leads have a mechanism to formally follow up on all potential Planning Council members. -
- The grantee reported that the August 31st deadline for all contracts has been extended due to a malfunction in the accounting software. Also, they have highered a CAREWare administrator and we should be able to have great data now.
- The next meeting will be held on Thursday, October 3, 2013 at the Burrough's Community Center from 2:00pm-4:00pm.

A discussion took place that perhaps we don't need Ryan White staff to have a Consumer Forum and Planning Council members could attend already planned gatherings of consumers that are provider sponsored where they could let people know about the Planning Council.

(5.0) Grantee's Office Reports

Tom Butcher, Program Director, gave the following report:

- Fiscal Site Visits are taking place to gather information for the Grant Application which had a due date of October 9, 2013.
- The Hold Harmless Clause has been taken away everywhere so the Grant Application needs to be the best it can be.



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(6.0) New/Old Business

- **Review the Assessment of the Administrative Mechanism**

Jeff presented on the Assessment of the Administrative Mechanism. It was reviewed by all Executive Members in attendance.

Alex Ortiz made the motion that we accept the Assessment of the Administrative Mechanism with no deficiencies and Joanne Montgomery seconded it.

For: (5) Ortiz, Montgomery, Leach, Jenkins, Moffett

Against: None

Abstain: (1) Stewart

- **Planning Council Training**

Joanne will present today on the Assessment of the Administrative Mechanism, explaining what the process is and the outcome of this process this year.

- **Parking Lot Items**

There are no parking lot items

(7.0) Upcoming Planning Council Meetings

- SPA –Thursday, October 3rd, 10:00am – 12:00pm
- QI –Thursday, October 3rd, 12:00pm – 2:00pm
- MF – Thursday, October 3rd, 2:00pm – 4:00pm
- Executive Committee – Friday, October 11th, 10:30am – 11:30am
- Planning Council- Friday, October 11th, 12:00pm – 2:00pm
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(8.0) Announcements

There were no announcements

(10.0) Adjournment – 11:30am

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



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Attendance Record - 2013

	Council Member	Jan	Feb	Mar	Apr	May	Jul	Aug	Sep	Oct	Nov
1.	Brian Datcher (Quality Improvement Co-Chair)	X	X	X	X	A	X	A	X		
2.	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	-	-	-	-	-	-	A	X		
3.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X	A	X	X		
4.	Caesar Moffet, Jr. (Membership/Finance Co-Chair)	X	X	X	X	A	X	X	X		
5.	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A	A	A	X	X	X		
6.	Alex Ortiz (Membership/Finance Co-Chair)	-	-	-	-	-	-	-	X		
7.	<i>Roberta Stewart PC Co-Chair</i>	A	A	X	X	X	X	X	X		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Committee present:	63%	50%	63%	75%	43%	67%	71%	100%		