

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, February 13, 2015
Start Time: 9:35 am
End Time: 10:20am
Location: The Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 16, 2015

(1.0) Moment of Silence

Roberta called the meeting to order at 9:40 am. 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.

(3.0) Co-Chair Announcements

There were none

(4.0) Approval of January 16, 2015 Minutes

A motion to approve the minutes from Friday, January 16, 2015 was made by Joanne Montgomery and seconded by Ric Browne

For: (5) Ortiz, Montgomery, Muniz, McLellan, Browne

Against: None

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

a. STRATEGIC PLANNING & ASSESSMENT

There was no meeting in February due to a snow storm.

The next Strategic Planning and Assessment committee meeting will take place on Thursday, March 5, 2015 from 10:00am – 12:00pm at the Burrough's Community Center.

b. QUALITY IMPROVEMENT

There was no meeting in February due to a snow storm.

The next Quality Improvement meeting will be held on Thursday, March 6, 2015 at the Burrough's Community Center from 12:00pm – 2:00pm.

(5.0) Grantee's Report

Tom Butcher, the grantee presented on this.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

- The fiscal year is coming to an end and there have been some delays in finalizing end of year documents.
- The carryover funds should be available for all regions
- They have gone out to bid for Quality Improvement and responses are due on February 24th.
- 80% of the 2014 award is expected to come in soon.
- Once the award is received, Tom will be working with Jeff to determine the Planning Council budget.
- The Rand Corporation is studying the impact of the ACA on the Ryan White Programs. They are requesting a site visit in our region. Tom is still awaiting the details.

(6.0) New/Old Business

- **Planning Council Training**

Jeff will be giving a presentation on the Planning Council Roles and Responsibilities.

- **Future Planning Council Trainings**

- i. March – Review of all services that Ryan White offers and the details of this.
- ii. April – Presentation on QI Site visits findings

- **Review Planning Council Agenda**

The planning council agenda was reviewed and it was determined that it was fine. Joanne mentioned that during the Planning Council meeting in January, the report that the M/F Committee was only accepting applications from non-conflicted consumers may have caused a breach for applicants who are HIV+ and did not take into consideration their confidentiality. A discussion took place regarding this and several opinions were heard.

- **Review Scope of Work for FY 2015**

We reviewed the PCAT for the Executive Committee and it was determined that it will stay the same.

- **Discuss the Budget for Planning Council Support**

The issue of attendance at Planning Council meetings was discussed. Staff, Grantee and a Planning Council co-chair talked about how the amount of guests attending from agencies is affecting the amount of funding to support these meetings. People shared their views in support of asking guests from the same agency to limit themselves from attending. This request would be communicated to the region leads directly to address with their agencies.

- **Parking Lot Items**

There are no parking lot items.

- **Upcoming Planning Council Meetings**

- SPA –Thursday, March 5th, 10:00am – 12:00pm
- QI –Thursday, March 5th, 12:00pm – 2:00pm
- MF – Friday March 13th, 10:30am – 11:30am
- Executive Committee – Friday, March 13th, 9:30am – 10:30am
- Planning Council- Friday, March 13th, 12:00pm – 2:00pm

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Roberta Stewart & Brian Kuerze, Co-Chairs

- **Announcements**
There were none

- **Adjournment** – 10:30 am

Attendance Record - 2014

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Ric Browne (Quality Improvement Co-Chair)	X	X								
2	Heidi Jenkins (Strategic Planning & Assessment Co-Chair)	X	A								
3	Jerod Geter (Membership/Finance Co-Chair)	X	A								
4	<i>Brian Kuerze PC Co-Chair</i>	A	A								
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X								
6	Raphael Muniz	X	X								
7	Alex Ortiz (Membership/Finance Co-Chair)	X	X								
8	<i>Roberta Stewart PC Co-Chair</i>	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Committee present:	88%	63%								

Guests: Daphne McLellan, Tyrone Robinson
 Planning Council Member Guests: Kenneth McLellan, Patricia Ducatel