

Executive Committee Meeting Fast Fact Page – Draft

Meeting Date: December 11th, 2008

Start Time: 12:15 pm

End Time: 1:40 pm

Location: The Greek Olive, New Haven

Presiding Chair: Bob Sideleau

Recorder: Carol Ardolino, Collaborative Research Staff

Motions to bring to January Planning Council Meeting

- None

Upcoming Planning Council Committee Meetings

Membership/Finance Thursday, January 8th 12-2 pm in Bridgeport
 Strategic Planning & Assessment: Thursday, January 8th, 2-4pm in Bridgeport
 Quality Improvement: No Meeting—SUPER POD MEETING
 Executive: Thursday, January 15th, 12-2 pm in Bridgeport
 Planning Council: Friday, January 16th, 12-2 in New Haven

Executive Committee Meeting Attendance Record

Date of Meeting	1/7	2/4	3/10	4/7	5/8	6/12	7/10	8/15	9/11	10/10	11/13	12/11
Committee Members												
Ric Browne (QI)	●	●	●	●	●	●	●	●	●	●	●	●
Charlotte Burch (QI)	○	○	○	●	●	●	●	●	●	●	●	●
Thomas Kidder (CC)	○	●	●	●	●	●	●	●	●	●	●	●
Leif Mitchell (SPA)	○	●	○	●	●	●	●	●	○	●	●	●
Robert Sideleau (CC)	●	●	●	●	●	●	●	●	●	●	●	●
Roberta Stewart (SPA)	○	●	●	●	○	●	●	●	●	●	○	●
Ken Teel (MF)	○	○	○	●	●	●	●	●	●	●	●	○
Other Participants												
Ryan White Office	●	●	●	●	●	●	●	●	●	●	●	●
Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●	●
PC Members & Public	None											

Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:15. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. He also reminded everyone that this is a business meeting and open to the public so members of press or others could attend so be judicious with PHI information.

(1.0) Co-Chair Announcements

Tom said they are still looking for a replacement for Awilda, and encouraged people to step forward. He stated that the co-chairs will connect on dates and times to connect with the Project Office and HRSA.

(2.0) Approval of Meeting Summary

The minutes of November 13, 2008 were found to be incomplete, and approval postponed to the next meeting.

(3.0) Membership / Finance Committee Report:

Ken Teel was not present.

Robert Sideleau reported that the Membership Orientation and Training PowerPoint presentation is being updated from July 2007.

They are looking into meeting at the City Hall Annex in Bridgeport.

They will be reviewing the funding variations in January.

There are no calls or letters required for attendance at this time.

There are no applications for review.

The Quarterly finance reports should be ready for the January meetings.

The next Membership Finance meeting will be at on January 8, 2009 from 12:00 to 2:00 at Optimus in Bridgeport.

(4.0) Strategic Planning and Assessment Committee Report:

Roberta Stewart explained that they had reviewed the feedback forms.

The committee wants to bring to the Executive Committee the need for a Teambuilding exercise.

They would like to work with Membership/Finance to create the "activity".

They are looking for input on developing a new questionnaire. They would like fewer but more meaningful questions. Scaled responses from 1-5 (strongly agree to strongly disagree).

They want the questions to focus on Process, Environment, Success, and Logistics. They also would develop a comment section. They will work on this with Collaborative staff.

They are still working on the by-laws.

(5.0) Quality Improvement Committee Report by Charlotte Burch:

Ric Browne explained that they were looking at Standards of Care in Substance Abuse.

Charlotte Burch explained the standards of Inpatient Treatment, and the importance of charting and documenting the timing within 72 hours as needed medically as well as bio-social, to reduce relapse potential.

Daily documentation is important to chart the growth of progress. Looked at changing the CQI from 6 months to 3 months.

Tom wants to look at Standards and will involve people from the DHMAS to look at the current standards. The meeting discussion was very good covering topic from Mental Health and Substance Abuse. Want to comply with both HRSA and DHMAS. Will try to identify members who will become part of POD.

Tracy said that Sean Cronan from DHMAS will participate with the Super Pod next week.

(6.0) Grantee Office Report reported by Tom Butcher:

Tom Butcher announced the RFP's are out. They will be available on December 8, 2008 and must be returned on January 27, 2009. He is looking for an HIV continuum, and partnerships. There is a bidders conference on Friday December 19, 2008. at 10:00 AM. It is not mandatory.

(7.0) New/Old business

Robert Sideleau did a PowerPoint presentation on the Comprehensive Plan.

Plan was reviewed and approved for presentation to the Planning Council. After review and approval will go to HRSA for approval and then be on the web site.

Planning Council Committee Meetings were set for January.

(8.0) Announcements

Ric Browne announced he could not attend next Executive Committee meeting.

Adjournment

The meeting was adjourned at 1:40 pm.