

Ryan White EMA Planning Council

New Haven and Fairfield Counties EMA
Tom Kidder & Leif Mitchell, Co-Chairs

Executive Committee Meeting Summary

Meeting Date: Thursday, January 7th, 2010
Start Time: 4:09 p.m.
End Time: 4:51 p.m.
Location: Burroughs Community Center, Bridgeport, CT
Presiding Chair: Leif Mitchell
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Minutes of December 10th, 2009 Executive Committee meeting

Council Member Assignments

- Recruitment Strategies as discussed

Staff Member Assignments

- Prepare Meeting Summary
- Draft PC's Unaware Response in collaboration with the Ryan White Office
- Draft PC's MAI Response in collaboration with the Ryan White Office

Attendance Record - 2010

Committee Members	1/7	3/11	4/8	5/13	6/10	7/8	8/12	8/13	9/9	10/14	11/18	12/9
Leif Mitchell* (Co-Chair)	●											
Ric Browne (QI)	●											
Charlotte Burch (QI)	●											
Adaline DeMarrais (M/F)	●											
Thomas Kidder* (Co-Chair)	●											
Joanne Montgomery (SPA)	●											
Robert Sideleau (M/F)	●											
Roberta Stewart (SPA)	●											
Other Attendees												
Ryan White Office	●	●	●	●	●	●	●	●	●	●		
Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●	
Other Participants	None											

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 4:09 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome And Introduction

Leif Mitchell asked participants to introduce themselves and reminded attendees that the meeting public and open to the press. Participants are asked to use good judgment in disclosing any personal information during introductions.

(3.0) Co-Chair Announcements

Leif Mitchell announced the monthly HRSA conference call has been cancelled. He also discussed HRSA's letter regarding Unaware PLWHA as well as Minority AIDS Initiative funding for FY 2010.

(4.0) Approval of December 10th, 2009 Meeting Summary

Robert Sideleau moved that the minutes of the October 8th Executive Committee meeting be approved.

Ryan White EMA Planning Council

New Haven and Fairfield Counties EMA

Tom Kidder & Leif Mitchell, Co-Chairs

Adaline DeMarrais seconded the motion.

For: Burch, DeMarrais, Kidder, Montgomery, Sideleau, Stewart

Against: None

Abstain: Mitchell

(5.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE—Bob Sideleau reported that the Membership/Finance committee met and discussed the following items:

- Recruitment/Retention Plans
- Q3 Expenditure Report provided by the Ryan White Office
- Reviewed Membership applications

b. STRATEGIC PLANNING & ASSESSMENT—Joanne Montgomery reported that the SPA committee met and discussed the following items:

- December Planning Council Feedback forms
 - There were complaints regarding food. Staff has taken the concerns to the food vendor
- Strategies for engaging Unaware PLWHA into care. SPA will bring a MOTION to the Planning Council for approval and inclusion in the EMA's four page supplemental request to HRSA
- Minority AIDS Initiative program review and timeline. SPA will bring a MOTION to the Planning Council outlining the committee's approach to MAI FY 2010 allocation. This approach will be detailed in the EMA's response to HRSA MAI request.

c. QUALITY IMPROVEMENT—Ric Browne reported that the QI committee met and discussed the following items:

- Quality Improvement timeline
- EIS Standards of Care
- MH/SA Standards of Care

(6.0) Grantee's Office Report—Tom Butcher reported on the following items:

- HRSA letter regarding Unaware PLWHA and engagement into Primary Medical Care
- HRSA letter regarding FY 2010 Minority AIDS Initiative funding
- Request for Proposal for Planning Council Support
 - All PC committee "wish list" items were included in the RFP
 - Timeline for PC RFP
 - In purchasing now
 - Advertised 1/16-1/17
 - Bidder's Conference 1/27 1-2 p.m.
 - Response(s) due 2/23 at 11 a.m. to City of New Haven Purchasing
- Request for Proposal for Quality Management will follow one week later
- Cross Part Collaborative participants—T. Butcher, Bob Sideleau and Tracy Kulik
- Year end activities
- Partial Grant award anticipated for FY 2010 Part A
 - Formula award on 3/1
 - Supplemental on 4/1

(7.0) New/Old Business--None

(8.0) Announcements – None

(9.0) Adjournment

The meeting adjourned at 4:51 p.m.