

Ryan White Planning Council

New Haven & Fairfield Counties EMA
 Robert Sideleau & Tom Kidder, Co-Chairs

Executive Committee Meeting Summary - FINAL

Meeting Date: Thursday, May 14th, 2009
Start Time: 12:10 PM
End Time: 1:14 pm
Location: Optimus, Bridgeport
Presiding Chair: Bob Sideleau
Recorder: Jeff Daniel, Collaborative Research Staff

Motions to bring to May 15th, 2009 Planning Council Meeting

- 2 nominees for Council Membership
- 1 nominee for Council Co-Chair

Upcoming Planning Council Committee Meetings

- Membership/Finance Thursday, June 4th, 12-2 pm in New Haven
- Strategic Planning & Assessment: Thursday, May 7th, 2-4pm in New Haven
- Quality Improvement/SUPER POD Friday, **August 7th, in New Haven**

Executive Committee Meeting Attendance

Date of Meeting	1/15	2/12	3/12	4/16	5/14	6/11	7/16	8/13				
Committee Members												
Ric Browne (QI)		●	●	●	●							
Charlotte Burch (QI)	●		●	●	●							
Jerod Geter					●							
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												

Welcome, Moment of Silence, and Introductions

Co-Chair Bob Sideleau called the meeting to order at 12:10 PM. He led the group in a moment of silence to remember those living with, affected by, or who have passed from the virus. He 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 disclosure of Public Health information. He also requested that everyone silence their cell phones or other electronic devices.

Ryan White Planning Council

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(1.0) Co-Chair Announcements

- (1) HRSA conference call with Latrece Timmons—Co-Chairs reported on the activities of the Council and the process in place for the Council Co-Chair nomination and appointment.
- (2) The MAI Grant which had been submitted earlier in the year, will be reviewed soon.

(2.0) Approval of Meeting Summary

Ric Browne made a motion to accept the minutes from the April 16th, 2009 meeting. 2nd by Roberta Stewart, after discussion and corrections 5 yes (Kidder, Burch, Mitchell, Browne, Stewart); 0 Against; 2 abstentions (Sideleau, Geter)

(3.0) Membership / Finance Committee Report:

Jerod Geter reported that the M/F met and discussed the following items:

- The committee will bring forward 2 nominees for a vote.
- There was discussion at the committee regarding improving the participation of consumers. It was suggested that Council members bring a consumer or someone with them to the next PC meeting. Jerod stated that he had organized a bus that will be bringing consumers from the Bridgeport region, so there should be a good turnout at the Council meeting.
- At the June M/F meeting there will be a discussion about the Assessment of the Administrative Mechanism.

(4.0) Strategic Planning and Assessment Committee Report:

Roberta Stewart reported that the SPA committee met and discussed the following items:

- SPA met on Thursday, May 7th and reviewed the Planning Council Feedback forms. The committee was pleased to report that the March meeting received very positive feedback and that there were no themes or issues that needed to be addressed.
- SPA reviewed the PCAT to ensure the committee was on target and meeting it's goals, and found that it was working on the projects outlined.
- The committee also reviewed the Priority Setting process after the motion failed at the April PC meeting. They addressed reasons cited, which included the need for a more thoroughly explored process, and the need for additional data, especially around the issue of Consumer input.
- In response to the need for the Consumer voice, the committee decided to conduct Community Forums. 5 of the forums will be consumer based and target: MSM, Latino/as, IDU, African Americans & women, which represent 5 of the 6 priority populations. The Foreign Born would be difficult to hold, and would most likely be captured in the 5 other populations. The forums will be held in Bridgeport, New Haven and Norwalk, and there would be a \$20 gift card incentive for the first 25 consumers who participate at each forum. There will be a 6th forum for providers. Forums would have a representative from the Council as well as a PC staff member present. Flyers will be created and distributed for these forums. One a generic flyer listing the 5 consumer based meetings. A second group of flyers that are specific to each meeting and population being targeted.
- Data from these forums will be reviewed in July and used to help inform the Priority Setting process.

Ryan White Planning Council

New Haven & Fairfield Counties EMA

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- Leif suggested that there be distribution to CHPC and ask if the CHPC staff could send the flyer out via email to its elist. The suggestion that the CHPC email be specific in stating that the forums are for NH/FFld EMA consumers only.
- The June 4th SPA meeting will focus on: How the Community Forums will be conducted,, and How will the data gathered be used in the PSRA process, including how to weight the data against the existing data sets.

(5.0) Quality Improvement Committee Report:

Charlotte Burch reported that the QI committee met on May 8th.

- The committee wrapped up the Superpod process by reviewing the accomplishments so far, which included the revised SOC, and great discussions regarding the Mental Health and Substance Abuse treatment Standards of Care. The revisions also were compliant with the HRSA performance measures.
- The committee also reviewed the Quality Management Plan and felt they were on target with the existing plan.
- Providers have received the draft Acuity Level Scale and Mental Health screens that came out of the Superpod process.
- Tools for the Site Audits have also been sent to providers to prepare for the upcoming June/July auditing process. The audits will include review of:
 - Administrative – HIPPA compliance, locked cabinets, etc.
 - System level – HRSA standards
 - CORE – client level standards, outcome measures
- The next QI committee meeting will be on August 7th.

(6.0) Grantee's Office Report:

Tom Butcher reported that the city had received the Notice of Grant Award on April 21, 2009. The total amount of the FY 2009-10 award is increased to \$7,090,763. Along with this notice are conditions of award. These are the next step, and the RWO will begin to address each of the requirements. These are standard things that are requested by HRSA and sent by the RWO, they include financial information, new tables, etc.

Letters have gone out to the 5 lead agencies and contracts are in process and are due to be out for execution shortly. The initial contracts were for a term of 6 months, since the EMA had received a partial award. Now that the final award is in, the contracts, once executed, will be amended to reflect the entire years funding.

The RWO also sent a request to DSS regarding the Medicaid data, and has received the information back, and it will be available for used in the PSRA process.

(7.0) New/Old Business

The committee discussed the process for the Council Co-Chair appointment and filling of the remaining portion of Bob Sideleau's term. Staff described the following process for the nomination of the Council Co-Chair in this instance:

Ryan White Planning Council

New Haven & Fairfield Counties EMA

Robert Sideleau & Tom Kidder, Co-Chairs

A motion from Mem/Fi, which will not need a second,
Discussion begins, and Leif, the only nominee, will be able to make a statement
Vote by regular show of hands
If approved, Leif's information is sent to the Mayor for approval and appointment.
An appointment letter with the end of the term being December 31, 2009 will be sent to Leif

At the same time as the nomination appointment is sent to the Mayor, the other two nominees for membership, if approved at the PC meeting, will also be sent to the Mayor for appointment. Those end dates will be May 31, 2012.

The committee suggested that the Council Co-Chairs would explain the process at the meeting prior to the beginning of the Co-Chair selection process.

Staff reminded the Executive committee of the changes around leadership and openings specifically, the new Council Co-Chair which will create an opening in SPA and the still outstanding opening of a Membership/Finance Co-Chair. Additionally, the new Council Co-Chairs will need to follow-up with the new Council members, if appointed by the Mayor, to ensure they are assigned to a committee.

Announcements

- GayBingo for MFAP will be in June. Contact them for details and reservations.
- AIDS Memorial Day will be held in Waterbury to remember those who have passed from the virus. A candlelight vigil at the New Opportunities auditorium from 6pm to 8pm. Contact Ric for more information
- Jerod stated that today was his daughter celebrates her first birthday, Kara Jolie Jeter. His college graduation will be next week as well. The group offered congratulations and cheers for his accomplishments.

Adjournment

The meeting was adjourned at 1:14 pm.