

**Ryan White EMA Planning Council**  
*New Haven and Fairfield Counties*



Tom Kidder & Leif Mitchell, Co-Chairs

**Executive Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, September 9<sup>th</sup>, 2010  
**Start Time:** 12:00 p.m.  
**End Time:** 1:58 p.m.  
**Location:** The Greek Olive Restaurant, New Haven  
**Presiding Chair:** Tom Kidder  
**Recorder:** Jeananne Cappetta

**Summary of Committee Business Votes**

- Minutes of August 12<sup>th</sup>, 2010 Executive Committee meeting

**Attendance Record - 2010**

<b>Committee Members</b>	1/7	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/18	12/9
Leif Mitchell* (Co-Chair)	X	X	X		X	X	X	X			
Ric Browne (QI)	X	X	X	X	X	X					
Charlotte Burch (QI)	X	X	X	X	X	X	X	X			
Adaline DeMarrais (M/F)	X	X	X	X	X	X	X	X			
Thomas Kidder* (Co-Chair)	X		X	X	X	X	X	X			
Joanne Montgomery (SPA)	X	X	X		X	X	X	X			
Robert Sideleau (M/F)	X	X	X	X	X	X		X			
Roberta Stewart (SPA)	X	X		X	X	X	X	X			
<b>Other Attendees</b>											
Ryan White Office	X	X	X	X	X	X	X	X			
Planning Council Staff	X	X	X	X	X	X	X	X			
Other Participants											

**(1.0) Moment of Silence**

Tom Kidder called the meeting to order at 12:00p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

All present agreed to have known each other.

**(3.0) Co-Chair Announcements**

- There was no meeting with the EMAs Project Officer at the All Grantees Meeting in Washington as hoped.
- The technical assistance request that was submitted regarding EIS previously can still occur in the future as the priority continues to be better defined.

**(4.0) Approval of August 12<sup>th</sup>, 2010 Meeting Summary**

Roberta Stewart moved that the minutes of the August 12<sup>th</sup> Executive Committee meeting be approved. Charlotte Burch seconded the motion.

**For:** Charlotte Burch, Adaline DeMarrais, Joanne Montgomery, Roberta Stewart, Leif Mitchell, Robert Sideleau

**Against:** None

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**Abstain:** Tom Kidder

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## (5.0) Planning Council Committee Reports

### a. MEMBERSHIP/FINANCE

Adaline DeMarrais gave the following Membership/Finance Committee report:

- Reviewed the committee's Planning Council Activity Timeline (PCAT)

The committee continues to be on target based for the activities listed in the PCAT.

- Reviewed the Planning Council "reflectiveness grid".

The reflectiveness has changed from August because of the administrative dismissal of two Council members. There are four applications in process, with two applications that will be brought forward to the Planning Council for consideration. The new applicants will change the reflectiveness if approved.

The Council continues to seek Males, Latinos, African Americans and non-conflicted Persons Living with HIV/AIDS (PLWHA).

§ Non-conflicted means individuals who don't work for or sit on a Board of a PART A Funded agency.

The Committee also reviewed one membership application.

- The committee discussed the format and created the agenda for the Consumer Forum will be held today, September 9<sup>th</sup> at Waterbury Hospital.

### b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for August. There were no significant issues that required additional action.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)

The committee is on target with the PCAT, has finalized the resource allocations for the FY2001 grant application, and reviewed the unaware strategies.

- The committee began reviewing the 2010 directives and identifying components for the new Early Identification Services (EIS) service category.
- Priority Setting Resource Allocation (PSRA) Process: Joanne reviewed the Resource Allocation process with the Council, discussing how the committee reviewed and used as part of consideration, data sets such as the EMAs epi profile, service utilization/costs and out of care population/data was considered when determining funding for FY2001.

The motion to the Council to accept the allocation plan of \$13,102.004 for the FY2011-12 grant application will be brought to the September 10th meeting.

### c. QUALITY IMPROVEMENT

Charlotte Burch indicated that there was no meeting in September. The next meeting is scheduled for Friday, October 8, 2010 at the Burroughs Community Center in Bridgeport from 12-2 pm.

## (6.0) Grantees' Report

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Gail Glen gave the Grantee report. The Request for Proposals (RFPs) for Minority AIDS Initiative (MAI) funding for FY10 were released and all applications have been received. Unfortunately not all service categories in all five of the Regions were applied for and will require an additional release of an RFP for services. This will cause further delays with spending down of these dollars for FY10.

Provider QM and fiscal site visits will be completed by the end of September. Reports of findings will be completed and presented by the then end of October/November but overall visits have gone well.

## (7.0) New/Old Business

### a. Review of PCAT

PCAT was reviewed and committee is on target for September. The administrative Assessment will be reviewed today.

### b. Review of FY2009 Planning Council Administrative Assessment

Jeff Daniel presented the findings of the FY2009 Administrative Assessment to the committee. An overview and discussion of each question took place. The committee was pleased with the results of the assessment and thought that the Part A program was operating well.

Robert Sideleau made the following motion regarding the assessment and Joanne Montgomery second this motion:

*Motion: The Executive Committee moves to the Planning Council to accept the findings from the Executive Committees review of the Administrative Assessment.*

**For:** Charlotte Burch, Adaline DeMarrais, Joanne Montgomery, Roberta Stewart, Leif Mitchell, Robert Sideleau

**Against:** None

**Abstain:** Tom Kidder

### c. Review of Planning Council Agenda

The committee reviewed and approved the agenda for the September 10, Planning Council.

### d. Planning Council Training review and discussion

The committee discussed possible topics for the Planning Council training. The committee decided that the findings of the administrative assessment presented at today's meeting will be presented at the Council meeting. Jeff Daniel will present the findings.

### e. Other New Business

Roberta Stewart asked the committee to take this opportunity to discuss recent events where information discussed during executive sessions of meetings is being made public.

Motion to enter into executive session was made by Roberta Stewart and seconded by Joanne Montgomery

**For:** Charlotte Burch, Adaline DeMarrais, Joanne Montgomery, Roberta Stewart, Leif Mitchell, Robert Sideleau

**Against:** None

**Abstain:** Tom Kidder

Motion to exit out of executive session was made by Joanne Montgomery and seconded by Roberta Stewart

**For:** Charlotte Burch, Adaline DeMarrais, Joanne Montgomery, Roberta Stewart, Leif Mitchell, Robert Sideleau

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**Against:** None

**Abstain:** Tom Kidder

Based on today's discussion, during co-chair announcements at the next Planning Council meeting, an announcement reminding all members that information discussed during executive sessions is confidential will be made. During the next review of Bylaws, the SPA committee will review and clarify the process and intent of executive session.

## **(8.0) Planning Council Committee meetings**

- Membership/Finance: September 2nd, 2010, Noon- 2pm
- Strategic Planning & Assessment: September 2nd, 2pm-4pm
- QI, September 3<sup>rd</sup>, 2010, Noon-2pm
- Executive Committee: September 9th, Noon- 2pm
- Planning Council: September 10th, Noon- 2pm

## **(9.0) Announcements**

- Recovery Network of Programs, Inc is looking for nurses for their Detox offices
- Recovery Network of Programs, Inc is holding a series of clinical trainings by Mary Kay O'Sullivan. All trainings are held from either 9-11 am or 12-2pm at Enterprise Corporate Park, Scinto Auditorium, Tower 3, Shelton
  - **September 14, 2010:** Differential Diagnosis
  - **October 19, 2010:** Psychotropic Medications
  - **November 16, 2010:** Suicide and Self-harm
  - **December 14, 2010:** Group Dynamics
- Cross Part Initiative- Quality 101 training will be held on September 14 in West Haven

## **(10.0) Adjournment**

The meeting adjourned at 1:58 p.m.