

# Ryan White Planning Council

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

## Executive Committee Meeting Summary

**Meeting Date:** Thursday, October 8<sup>th</sup>, 2009

**Start Time:** 12:08 PM

**End Time:** 1:50 pm

**Location:** The Greek Olive, New Haven, CT

**Presiding Chair:** Tom Kidder

**Recorder:** Jeff Daniel, Collaborative Research Staff

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### Motions to bring to October 9<sup>th</sup>, 2009 Planning Council Meeting

- Membership Application
- 2010 Directives to the Ryan White Office

### Upcoming Planning Council Committee Meetings

- Membership/Finance Thursday, November 5<sup>th</sup>, 12-2 pm in Bridgeport
- Strategic Planning & Assessment: No meeting
- Quality Improvement Friday, November 6<sup>th</sup>, 12-2 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	9/10	10/8	11/12	12/10
Committee Members												
Ric Browne (QI)		•	•	•	•	•	•	•				
Charlotte Burch (QI)	•		•	•	•	•		•	•	•		
Adaline DeMarrais (MF)									•	•		
Thomas Kidder (CC)	•	•	•	•	•	•	•	•	•	•		
Leif Mitchell (CC)	•	•	•	•	•	•	•	•	•	•		
Roberta Stewart (SPA)	•	•	•	•	•	•	•	•	•	•		
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 12:08 PM. 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 disclosure of Public Health information.

### (1.0) Co-Chair Announcements

- (1) HRSA conference call with Latrece—will follow up under New/Old Business

### (2.0) Approval of Meeting Summary

Leif Mitchell made a motion to accept the minutes from the August 13<sup>th</sup>, 2009 meeting.

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2<sup>nd</sup> by Roberta Stewart; Discussion: under section 5.0 change “met” to “meet”; 4 yes (Burch, Mitchell, Stewart, DeMarrais); 0 Against; 1 abstentions (Kidder); Not Present: Browne

## **(3.0) Strategic Planning and Assessment**

Joanne Montgomery reported that the SPA committee met and discussed the following items:

- Reviewed the September PC Feedback results.
  - The issues brought up in the feedback forms are being addressed (ie: members of public at the table)
- Reviewed the Planning Council Activity Timeline (PCAT) and the SPA committee is on target with its work activities
- Reviewed and updated the 2009 Directives to the Ryan White Office for FY 2010. SPA will have a handout at tomorrow’s PC meeting with the 2010 Directives. There were minor changes.
- Reviewed the 2010 Priority Setting and Resource Allocation process
  - What worked/ what didn’t work
  - Need for updated data (In Care Needs Assessment; last one was done in 2005)
- Tom Butcher asked that Committee Co-Chairs check in with their committees to determine what is needed for the upcoming year.
- Bob Sideleau stated chart data is a “stand alone” and doesn’t capture the voice of the consumer

## **(4.0) Membership/Finance:**

Adaline DeMarrais reported that the M/F committee met and discussed the following items:

- The M/F committee would like to recommend to the Executive Committee that Bob Sideleau take the place of Jerod Geter (who has resigned) as co-chair of M/F
- The committee reviewed the PCAT. The M/F committee is on target to complete its work activities as outlined
- The Committee reviewed the Council reflectiveness and noted the need for Male, Hispanic non-aligned Consumers
- The committee discussed Recruitment and Retention plans with the following action items:
  - Afrika will create a Acronym list and FAQ for new members
  - Bob and Adaline will greet people at meetings
  - Members of the public will have designated seats at the table
  - Recognition of attendance (stars) for PC members
- The committee received an expenditure report from the Ryan White Office. The committee asked the Ryan White Office to follow up on certain Regional questions

## **(5.0) Quality Improvement Committee Report:**

Charlotte Burch reported that the QI committee did not meet in August and that the next meeting is scheduled for Friday, November 6<sup>th</sup> in New Haven at The Greek Olive.

## **(6.0) Grantee Office Report:**

Tom Butcher reported:

- That the Ryan White office is still working on the EMA’s 2010 Part A grant application that is due on October 30<sup>th</sup>.

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- The Ryan White office is reviewing all QM site visit reports and will be sharing the data with the lead agencies

## **(7.0) New/Old Business**

- The Committee revisited the appointment process for Committee Co-Chairs.
  - Roberta commented that the “we need to be careful about how we handle co-chairs”
- The Committee reviewed the Council Co-Chair election process as Leif Mitchell’s term ends on 12/31/09.
- Leif Mitchell provided an update from Latrece Timmons regarding clarification requested by the Council on Service Category definitions.
- Tom Butcher suggested asking for further clarification from Karen Mercer-Brown, which the Council Co-Chairs will draft and forward to the Ryan White Office for send to KMB.

## **Announcements**

- None

## **Adjournment**

The meeting was adjourned at 1:50 pm.