

Ryan White EMA Planning Council

New Haven and Fairfield Counties EMA

Tom Kidder & Leif Mitchell, Co-Chairs

Executive Committee Meeting Summary

Meeting Date: Thursday, November 12, 2009
Start Time: 12:00 p.m.
End Time: 1:30 p.m.
Location: Burroughs Community Center, Bridgeport, CT
Presiding Chair: Leif Mitchell
Recorder: Tracy Kulik for Jeff Daniel

Summary of Committee Business Votes

- Minutes of October 8, 2009 Executive Committee meeting

Council Member Assignments

- Recruitment Strategies as discussed

Staff Member Assignments

- Prepare Meeting Summary
- Next Meetings:
 - Membership/Finance: Thursday, December 3, 2009 from noon-2 p.m.
 - Strategic Planning & Assessment: Thursday, December 3, 2009 from 2-4 p.m.
 - Quality Improvement: Friday, December 4, 2009 from 1-3 p.m.
 - Executive Committee: Thursday, December 10, 2009 from noon-2 p.m.
 - Planning Council: Friday, December 11, 2009 from noon – 2 p.m.

Attendance Record - 2009

Committee Members	1/15	2/12	3/12	4/16	5/14	6/11	7/16	8/13	9/10	10/8	11/12	12/10
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 12:08 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.

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(3.0) Co-Chair Announcements

Leif Mitchell discussed the issue with Service Definitions prior to the December meeting. Tom Butcher was called and clarified that at the conference call next week (November 18th) that in addition to Latrece Timmons, the Project officer, Karen Mercer-Brown is scheduled to be present. The two items in question will be discussed and resolved. These two items are the Medical Transportation issue (can PLWHA use transportation for Ryan White entities in addition to Part A) and ADAP/Local (the historic definition was correct with New Haven-Fairfield Counties EMA 'catching' an incorrectly released version by HRSA. The 'zeroing out' of this line was not needed.

In addition, discussion occurred regarding the newly reauthorized Ryan White HIV/AIDS Treatment Modernization Act bill. Sentiments about providing education and information to the Planning Council were voiced, with discussion about whether to provide the Side by Side review (current to newly reauthorized legislation) and/or President Obama's comments when he signed the bill. It was concluded that this information will be distributed in December since preparation for the questions related to this information will need to occur, and lengthy discourse could follow such distribution.

(4.0) Approval of October 8, 2009 Meeting Summary

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

Discussion: Two items require revision:

- (1) Joanne Montgomery was not present to present SPA committee minutes—Roberta Stewart did this (Item 3.0 – Strategic Planning and Assessment, line 1); and
- (2) "Charlotte Burch reported that the QI Committee did not meet in 'OCTOBER' vs. 'AUGUST'" revised in Item 5.0 – Quality Improvement Committee Report.

For: Mitchell, Burch, DeMarrais, Stewart

Against: None

Abstain: Kidder, Montgomery, Sideleau

(5.0) Planning Council Committee Reports

a. Membership/Finance

- 1) **October – Community Conversation** in Region 1 (New Haven) held on October 14th. Leif Mitchell and Tom Kidder passed out over 25 Planning Council brochures with 5 individuals expressing interest in joining the Planning Council.
- 2) **Mentorship** - Robert Sideleau referenced that Africka Hinds-Ayala is developed a Frequently Asked Question (FAQ) sheet and an Acronym list for new and existing members.
- 3) **Consortium Outreach** – updates of outreach efforts by Region were presented.

REGION	DATES	EVENTS	RESULTS
New Haven Consortium	October 14 th	Community Conversation	25 brochures, 5 interested
Waterbury Consortium	December 1	Community Forum/Outreach	
Bridgeport Consortium	December 1	Community Outreach	
Stamford/Norwalk	?	?	<i>Bob to contact Stuart Lane</i>
Danbury Consortium	December 1	Breakfast, Brochures	

Review Council Reflectiveness

Review of the Planning Council Composition as of November 5, 2009 showed that membership is non-reflective for Males (7 or 44% vs. target of 12 or 65%), Hispanics (2 or 11% vs. target of 5 or 29%) and non-conflicted consumers (3 or 17% vs. target of 6 or 33%).

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Discussion about (1) Transportation being arranged for new or prospective consumer members and (2) whether a stipend can be paid to consumer representatives that are non-conflicted.

The issue of Hispanic membership was discussed in light on issues with non-reflectiveness. Study will occur about the need (and cost) in translating agendas, minutes and having an interpreter. Consideration of use of bilingual members to mentor monolingual applicants occurred, as did the prospect of translating the Planning Council Membership brochure into Spanish.

New Planning Council applications - none

Status Update on Council Co-Chair Nomination & Election

There are no interested eligible members in becoming Planning Council Co-Chair

Two requests for information were posed:

1. Are there any new Planning Council applications – Response from Staff ‘No’
2. Are there any eligible members (see list below) that have expressed interest in the Planning Council Co-Chair position. – Response from Staff ‘No’

Eligible individuals:

Ric Browne, Charlotte Burch, Adaline DeMarrais, Jerod Geter, Jerome Harris, Roberta Stewart, Dennis Torres, Leif Mitchell, Jennifer Loschiavo

Staff is ‘aging forward’ this request to determine who might become eligible for this role.

b. STRATEGIC PLANNING & ASSESSMENT – did not meet in November

c. QUALITY IMPROVEMENT – review of the comprehensive findings of the full population chart audit were presented, with the decision to reconvene the Super Pod at a specially scheduled Quality Improvement Committee meeting to be held Friday, December 4, 2009.

This group (enhanced from regular QIC members) will discuss potential refinement to the Standards of Care, Outcomes and Indicators. Focus will be on Behavioral Health, a longer-term issue.

In addition, determination of a **communication forum to consumers** will occur at that meeting.

Other Business

None.

Announcements – World AIDS Day

REGION	EVENT	DATE/TIME/PLACE	PLACE
1 – NEW HAVEN	AIDS CHAIRS	Tues, Dec 1 at noon	United Church on Green
2 – WATERBURY/ MERIDEN	AIDS Service	Tues, Dec 1 at 6 pm	St. John’s
3 - BRIDGEPORT	AIDS Service: AIDS Timeline	Tues, Dec 1 from 11 a-1 p	First Congregational at Park & Fairfield
4 – STAMFORD/ NORWALK	AIDS Luminaries	Tues, Dec 1	Norwalk
5 – DANBURY	ANNUAL Health Fair	Tues, Dec. 1at 8:30	Ethan Allen Inn

Adjournment

The meeting adjourned at 1:30 p.m.