

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



Tom Kidder & Leif Mitchell, Co-Chairs

**Executive Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, December 9<sup>th</sup>, 2010  
**Start Time:** 12:05 p.m.  
**End Time:** 1:30 p.m.  
**Location:** Burroughs Community Center, Bridgeport  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Trish Wampler

**Summary of Committee Business Votes**

- Minutes of November 18<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	X	X	X
Charlotte Burch (QI)	X	X	X	X	X	X	X	X	X	X	X
Adaline DeMarrais (M/F)	X	X	X	X	X	X	X	X	X	X	X
Thomas Kidder (Co-Chair)	X		X	X	X	X	X	X	X	X	X
Joanne Montgomery (SPA)	X	X	X		X	X	X	X	X	X	
Robert Sideleau (M/F)	X	X	X	X	X	X		X	X		X
Roberta Stewart (SPA)	X	X		X	X	X	X	X	X	X	X
<b>Other Attendees</b>											
Ryan White Office	X	X	X	X	X	X	X	X	X		X
Planning Council Staff	X	X	X	X	X	X	X	X	X	X	X
Other Participants	None										

**(1.0) Moment of Silence**

Leif Mitchell called the meeting to order at 12:05 p.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**

- None

**(4.0) Approval of November 18<sup>th</sup>, 2010 Meeting Summary**

Roberta Stewart moved that the minutes of the October 14th Executive Committee meeting be approved. Charlotte Burch seconded the motion.

**For:** Leif Mitchell, Roberta Stewart, Tom Kidder, Charlotte Burch, Adaline DeMarrais

**Against:** None

**Abstain:** Bob Sideleau

**(5.0) Planning Council Committee Reports**

**a. MEMBERSHIP/FINANCE**

Adaline DeMarrais gave the following Membership/Finance Committee report:

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- 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". With the addition of some new members, the Council is now on target for non-conflicted members and has met a 50/50 target of HIV positive and negative members. The Council continues to seek Males, African Americans and Hispanic/Latinos. There is also a need to have a Medicaid representative on the board. § Non-conflicted means individuals who don't work for or sit on a Board of a PART A Funded agency.
- The committee reviewed two applications for membership, from Brian Datcher and Heidi Jenkins.
- The nomination of Gabrielle Rosa was approved by the mayor.
- The committee finalized its update of the current membership application, which is being translated into Spanish.
- The next Consumer Forum is scheduled for Thursday, December 9 @ GBAP in Bridgeport.
- Applications for Planning Council Co –Chair were closed on December 1, and the Planning Council will elect a new co-chair at the December 10<sup>th</sup> meeting. Beverly Leach has applied for the position.
- Leif thanked Tom Kidder for his year of service.

## **b. STRATEGIC PLANNING & ASSESSMENT**

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for November. 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.
- The committee finished the review of the By Laws for 2011. There were two changes of note:
  1. Addition to the By Laws stating that no more than two people from any one agency may be on the Planning Council.
  2. Add Council Training as a regular agenda item.
- The committee discussed the need for a better way to state "conflicts" without confusing possible meeting attendees. Leif Mitchell noted that since workplace associations were posted at each meeting, there should not be a need to go into detail about conflicts upon introductions.
- The committee will bring about Service Category definitions for a vote at the Planning Council meeting on December 10. The categories of Outreach, Medical/Nutritional and PsychoSocial Services have been deleted.

## **c. QUALITY IMPROVEMENT**

Charlotte Burch gave the QI report.

- Committee feels the need to add a co-chair, due to the additional emphasis on QI in 2011. Brian Kuerze was named as a possible co-chair, and all felt that he had the desire, skills and consumer knowledge to succeed in this role.
- Committee will need to develop a definition for Early Intervention Services Standard of Care for 2011.
- Tracy Kulik from Collaborative Research presented the findings from the 2010 QI site visits at the last committee meeting. The reports and findings were felt to be of great value, and showed general trends by service category over a four year period.
- The committee decided to have 12 meetings a year, instead of six, and the grantee's office agreed to fund the additional meetings.
- The next committee meeting is scheduled for January 7, 2011, in New Haven.

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## **(6.0) Grantees' Report**

Tom Butcher gave the following report:

- Terry McCann is the new HRSAA Project Officer. The current Project Officer's final day is December 10<sup>th</sup>.
- Gayle is to follow up with Latrice, the outgoing PO, for the carry-over/MAI funds.
- Tom discussed the upcoming RFP. He stated that the level of complexity, given EIS and the "openness" regarding its definition, will make things difficult this year. He expects the RFP to be out later in December, and wants it returned in early February.
- Decisions will be made by March 1.
- Tom discussed the implications of the bidding process, and the possibility of disruption of services for clients if bidding not done correctly or not communicated completely. He wants to avoid any service disruption, if at all possible.
- He asked that all committees project out for next year/PCAT for 2011. Jeff Daniel from Collaborative Research will be available to help all committees with their budgeting. The QI committee should work with Tracy Kulik, and Tom Butcher.
- Committees should have this as an agenda item for their January meetings, and discuss with Tom in February so that all is ready to go on March 1.
- Roberta Stewart asked if the meeting Feedback Forms should go to QI instead of the SPA committee. Tom Butcher said that no, the QI committee is concerned about Quality Improvement in the care for HIV/AIDS consumers, not the Quality Improvement of the meetings. He thought that the feedback forms might need to be altered to better find out how committee members are feeling about their participation.

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

- Charlotte Burch said that all committees need more consumers. Adaline DeMarrais stated that after we add consumers, we need to focus on training and mentorship programs. She then suggested that new co-chairs have mentors, possibly using the outgoing co-chairs for that purpose. Leif Mitchell liked the idea.
- The committee reviewed the agenda for the December 10<sup>th</sup> Planning Council meeting, and added Training to New Business.
- They reviewed the Planning Council responsibility presentation prepared by Jeff Daniel, and suggested that it be kept at a high level, with handouts for the detail.

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

- Membership/Finance: January 6<sup>th</sup>, 2011 Noon- 2 p.m. (Greek Olive in New Haven)
- Strategic Planning & Assessment: January 6<sup>th</sup>, 2011 2 p.m.-4 p.m. (Greek Olive in New Haven)
- QI, January 7<sup>th</sup>, 2011, Noon- 2pm. (Greek Olive in New Haven)
- Executive Committee: January 13<sup>th</sup>, Noon-2 p.m. (Greek Olive in New Haven)
- Planning Council: January 14<sup>th</sup>, Noon-2 p.m. (Burroughs in Bridgeport)

## **(9.0) Announcements**

- None.

## **(10.0) Adjournment**

The meeting adjourned at 1:30 p.m.