

Executive Committee Meeting Summary
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Meeting Date: Thursday, September 11, 2008
Start Time 12:15 p.m.
End Time: 1:45 p.m.
Location: Optimus Health Care, Bridgeport
Presiding Chair: Robert J. Sideleau
Recorder: Sara Nichols, Planning Council Staff

Motions to bring to September 12, 2008 Planning Council Meeting

- Approval of Meeting Minutes for August 14, 2008
- FY2009 Directives
- Membership Nomination
- Planning Council Brochure and Member ID Card

Staff Assignments

- Prepare September meeting summary
- Prepare handouts for Planning Council meetings
- Update Website (www.ryanwhitecare.org) with committee agendas and minutes

Upcoming Planning Council Committee Meetings

- Thursday, October 2: Membership/Finance at Hill Health Center, New Haven
- Thursday, October 2: Strategic Planning & Assessment at Hill Health Center, New Haven
- Friday, October 3: Quality Improvement at Hill Health Center, New Haven
- Thursday, October 9: Executive Committee at New Haven Home Recovery, New Haven
- Friday, October 10: Planning Council at Chase Wellness Building, Bridgeport

Executive Committee Meeting Attendance Record

Date of Meeting	1/7	2/4	3/10	4/7	5/8	6/12	7/10	8/15	9/11	10/10	11/13	12/11
Committee Members												
Ric Browne (QI)	●	●	●	●	●	●	●	●	●			<input type="checkbox"/>
Charlotte Burch (QI)	◇	◇	◇	●	●	●	●	●	●			
Awilda Gonzalez (MF)	●	◇	◇	◇	◇	●	●	●	◇			
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	9/11/08 – Jose Aquino, Jose Garcia, Jerod Geter											

Welcome, Moment of Silence, and Introductions

Co-Chair Robert Sideleau called the meeting to order at 12:15 pm. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. Members were asked to silence their cell phones and to refrain from text messaging.

(1.0) Co-Chair Announcements

Robert Sideleau provided the following announcements:

(1.1) Today's agenda is to look at the Directives for FY 2009 that came out of the SPA committee and review the handout that will be presented at the PC; and review the motion for the membership nomination.

(1.2) Mr. Sideleau stated that he and Co-Chair Kidder met with Bill Quinn, Director the New Haven City Health Department, to assist with expediting membership appointment from the Mayor's office.

(2.0) Approval of Meeting Summary

Ric Browne moved approval of the minutes, with a second from Roberta Stewart. Discussion included corrections noted on for Section 5.1 to insert the word 'tension' in reference to the environment; 6.2a correction of wording; table 100% access. Approval of the August 14, 2008 minutes of the Executive Committee occurred with 5 yes votes and 2 abstention (Y= Browne, Burch, Geter, Stewart, Teel; Abstentions: Robert Sideleau, Jose Aquino)

(3.0) Quality Improvement Committee Report

(3.1) Charlotte Burch reported that the last Quality Improvement (QI) Committee meeting was held on August 8th. There was not a meeting in September and the next meeting is scheduled for October 3rd. The agenda for that meeting will include reviewing the site visit findings from all core services. She asked for more council members to attend the next meeting so the committee can have a quorum to vote on the minutes for 6/6/08 and 8/8/08 and the final Quality Management plan.

(4.0) Membership / Finance Committee Report

(4.1) Ken Teel reported for the Membership/Finance Committee that met September 4th. Discussion Topics included Reflectiveness; Absentees; New applicant for PC membership; Brochures and Membership cards.

(4.2) Mr. Teel stated we seem to be doing well on our representation requirements according to the graph that was presented to the PC members. On our target profile we also seem to be doing above and beyond our target, except for our African Americans which the target is 36% and we are at 29%.

(4.3) According to the PC By-Laws meeting requirement, seven PC members were discussed for discharge as PC members along with several others who at this point are in the warning stage of being discharge if any more absents are recorded.

(4.3a) Robert Sideleau provided a follow up to looking at past minutes for any votes on the subject of attendance and the revised meeting calendar that took place in May. Mr. Sideleau stated that no vote was recorded therefore the By-Laws requirement stands.

(4.3b) Sara Nichols reviewed the attendance for Jose Aquino as requested. Mr. Aquino stated that he had changed primary committee assignments to meet his work schedule. Ms. Nichols found that because he did not miss more than four SPA meetings he would be able to continue as a PC member, however his primary committee would change from QI to SPA going forward. There were six other members that still qualified for discharged.

(4.3c) Ken Teel stated he requested the attendance matrix for all members at the monthly Membership/Finance Committee meetings going forward so that the committee can better monitor attendance and work together to prevent further discharges.

(4.3d) The committee discussed if a handout would be appropriate for the PC meeting to discuss discharges and the By-Laws requirement. The committee suggested using the language from the application form and By-laws in a handout however during the PC report, Ken Teel will simply announce that there will be six members receiving discharge letters along with an application to reapply immediately. The letters would go out following the PC meeting.

(4.4) Ken Teel stated that the committee reviewed a membership application and the committee voted to move the nominee to the PC for a vote. Mr. Teel reviewed the handout for the motion. Discussion on whether a personal statement should be included on the handout. Members had consensus to use personal statements with sensitivity.

(4.5) Ken Teel further stated that the Ryan White Brochure & Membership cards were review and some corrections were done for final acceptance by the PC members.

(4.6) Ken Teel stated the next meeting will be October 2 at 12-2pm at Hill Health in New Haven. The agenda would include developing a co-chair replacement process and review of membership attendance.

(5.0) Strategic Planning and Assessment Committee Report

Roberta Stewart reported for the SPA Committee that met September 4th in Bridgeport.

(5.1) Feedback Summary: Roberta Stewart stated the committee reviewed the summary from the feedback forms received at the August Planning Council meeting. There was a 95% response rate and the committee suggested to bring the summary forward to Exec committee for review. The Council environment theme [tension] appeared again and the committee suggested recommending team building/retreat for the Executive Committee consideration.

(5.1a) Robert Sideleau stated he would review what the capacity is to do a retreat regarding the council meeting budget held by the Ryan White office.

(5.1b) Roberta Stewart suggested possibly incorporating a retreat or refresher of roles and responsibilities or other teambuilding exercises into the PC meeting agenda during regular business meetings.

(5.1c) Ric Browne stated that there is a lot of tension but we need to meet with those folks individually to discuss what or where the differences are. He stated that he agreed with the leadership development and felt there was no personal reason for change. Mr. Browne stated we need to focus on the business and as a group get rid of the emotional barriers. He further stated that we all need to have respect for everyone at the council and people need to understand how difficult the PC Co-Chair position is, as he had been in that spot and it is a hard job balancing the requirements of HRSA and all the people involved.

(5.1d) Tom Butcher stated that this has been a difficult year for a number of reasons. The Modernization Act has stressed many with external factors effecting us all. He suggested that clarification for all PC members on roles and responsibilities would be helpful and how everyone contributes to getting the work done. Mr. Butcher stated that the feedback from the last few meetings should serve as a self-check for everyone and referenced Harold Philips presentation of 'storming, forming, norming, performing'. There was a diversity of opinion on the feedback and there are things identified on what makes us feel good, what makes us feel bad. He suggested we could re-orientate with a focus on the business and that training needs to happen on regular basis.

(5.1e) Robert Sideleau stated that at the PC meeting, the co-chairs could consider adding training opportunities to the PC agenda.

(5.2) Directives: Roberta Stewart read the handout for the motion from committee for the FY2009 Directives. She stated that at the SPA committee there was discussion on whether to use the epi data as of 12/31/07 or 6/30/08. The committee co-chairs reviewed the regional data received by Ken Carley (CT DPH) and decided to use the 6/30/08 as this was what was most currently available.

(5.2a) Ms. Stewart stated that regarding Directive 1.2, the PC does not have authority to dictate who gets services.

(5.2b) Tom Butcher suggested that in Directive 1.2, that someone make the friendly amendment to insert the word 'expenditure' in reference to the progress report.

(5.2c) Roberta Stewart stated that the SPA committee still wanted to keep Directive 3.1 as written.

(5.2d) Tom Butcher stated he still had a problem with this directive.

(5.2e) Ken Teel asked why have a directive that cannot be monitored.

(5.2f) Tom Butcher described the current process and the level of complexity to monitor something that doesn't add anything to the system of care delivery for people living with HIV/AIDS. The RW office is down on staff and Mr. Butcher stated there have been increase demands from the federal government in monitoring and reporting, and there are not the funds to cover this time. He stated the goals of the Ryan White office is to ensure the system is efficient, ensure services for PLWHA and that quality services are available.

(5.2g) Tom Kidder asked what is the meaning of monitor regarding the collaborative/consortium meetings. Tom Butcher responded that per this directive and the provider contracts, every funded provider is required to attend 10 meeting a year. Minutes are required to be submitted with provider reports and the per this directive, with the inclusion of the words 'must', this translates to an enforceable requirement and the Ryan White office must have due diligence to check.

(5.2h) Roberta Stewart stated as a process question, the SPA committee voted on this to be presented as a motion from committee, the Executive Committee does not have the authority to change the motion.

(5.2i) Robert Sideleau stated he wanted to play out this discussion to see if a friendly amendment was possible, but it looks like this is more complicated to solve today.

(5.2j) Roberta Stewart stated in a perfect world this would be rejected and sent back to SPA committee, but due to the time limitations we are prepared to move this forward at the PC meeting.

(5.2k) Ken Teel stated that this directive [3.1] is a waste of ink, time, and dollars.

(5.2l) Ric Browne stated if we don't enforce this it could open the flood gates to a lack of cooperation among providers that ultimately hurts the consumers.

(5.2m) Discussion of directive 3.2 with the request for a friendly amendment to insert the word 'and' appropriately.

(5.3) Roberta Stewart announced that the next SPA meeting will be on October 2 in New Haven from 2-4pm.

(5.3a) Tom Kidder stated as a point of order, due to construction there will be an alternative entrance to the meeting room at Hill Health Center, stairs and elevator at the corner of the building.

(6.0) Ryan White Office Report (Grantee's Office)

(6.1) Tom Butcher reported on behalf of the Ryan White Office. He stated that he is currently working on the grant application is due September 29th with the submission date of September 25th.

(6.2) Mr. Butcher stated that the FY07-08 MAI fiscal year ended August 31st and that carryover may be possible. He stated Gail Glenn would present the available funds for carryover at the next MF committee. The committee will need to determine what service(s) to apply for, the application for the carryover request is due Oct. 30th to feds.

(6.3) Mr. Butcher stated that as of August 31, the 2nd quarter ended and providers will be submitting their reports to the Ryan White Office. He and Gail will have the expenditure report available at the next Membership/Finance Committee meeting in October. He stated there may be possible re-allocations to discuss. He stated for members to remind providers to submit their reports before Sept 20th.

(6.4) Mr. Butcher provided an update on the MAI request for FY08-09. He stated Region 4 had two proposals, both were successful. Region 2 did not have any proposals for the Substance Abuse treatment, \$6209 is available and Mr. Butcher stated that he is seeking guidance from the City of New Haven purchasing department for direction on getting these funds for plwha to access services.

(6.4a) Tom Kidder asked if contractors could do a fee-for-service. Tom Butcher responded that he must follow city procedures first.

(6.5) Tom Butcher stated that the council will need to revisit the contingency planning. He stated the \$5.5M that's going away and next year it will go down. He stated we may be in consideration for EMA next year but we haven't received written confirmation. Mr. Butcher described the court ruling of the lawsuit brought forth by the Nassau/Suffolk TGA would apply to us too as we are in the same 2nd Court of Appeals district. Hartford TGA is not part of that district, however. He stated that the federal government is currently in negotiations with Nassau/Suffolk so more information should be coming soon. He stated that he appreciates Jeff Daniel of Collaborative Research for keeping the information forthcoming, as CR is also working with the Nassau/Suffolk TGA.

(6.6) Finally, Tom Butcher announced that Sara Nichols will be leaving Collaborative Research as of October 3rd and Jeff Daniel will be back supporting the Planning Council started at the Executive Committee on Oct. 9th.

(7.0) Old / New Business

(7.1) Robert Sideleau asked if anyone had old or new business to add to the agenda. There was none stated.

Announcements

Tom Kidder suggested the council staff to consider meetings held at Wilson Library on Columbus Ave while the construction is going on at Hill Health. Mr. Kidder will forward the information to Sara Nichols.

Adjournment

Robert Sideleau thanked Council members for their work and adjourned the meeting at 1:45 pm.