

Executive Committee Meeting Summary
FAST FACT PAGE - FINAL

Meeting Date: Thursday, July 10, 2008
Start Time: 12:15 p.m.
End Time: 2:00 p.m.
Location: Optimus Health Care, Inc. Bridgeport, CT
Presiding Chair: Robert J. Sideleau
Recorder: Sara Nichols, Planning Council Staff

Motions to bring to July 11, 2008 Planning Council Meeting

- Approval of Meeting Minutes for June 13, 2008
- Strategic, Planning and Assessment: Service Priority List for FY 2009
- Membership/Finance: Process of Resource Allocation for FY2009 Service Priorities

Staff Assignments

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

Specific Announcements for Planning Council Meeting:

- Leadership Development process to begin to introduce new committee co-chairs.

Votes of Planning Council:

1. Meeting Minutes
2. Service Priorities for FY2009
3. Resource Allocation Process

Upcoming Planning Council Committee Meetings

- Thursday, August 7: Membership/Finance at Hill Health Center, New Haven
- Thursday, August 7: Strategic Planning & Assessment at Hill Health Center, New Haven
- Friday, August 8: Quality Improvement at Hill Health Center, New Haven
- Thursday, August 14: Executive Committee at New Haven Home Recovery, New Haven
- Friday, August 15: Planning Council at Chase Wellness Bldg, Bridgeport, CT

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	7/10/08 - Jose Aquino, Jose Garcia, Henry Bethea, Ana Torres											

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

(1.1) Robert Sideleau updated the committee on the pending Parking Lot items from Planning Council and Committee Meetings.

(1.1a) The issue regarding the 400% eligibility criteria for CADAP (verses the 300% FPL for Ryan White services). Robert Sideleau stated this was brought up at the June 18th State CHIPS meeting and that state guidance is pending. He stated that the co-chairs will inform the council with any further developments from the state on this issue.

(1.1b) The issue of redefining the geographic boundaries for the regions (specifically the upper and lower valley) was brought up at a recent committee meeting. Tom Butcher had previously informed the committee that the rational for the regions was to ensure consumer access to services within a 20 mile radius of his/her residence. Robert Sideleau stated this issue will go to SPA committee to re-evaluate the boundaries.

(1.1c) AIDS Definition – staff and committee members were asked to continue to monitor any developments by the federal government of any changes to the definition of AIDS. Robert Sideleau stated he would ask Dennis Torres to provide relevant updates from the CAEAR coalition regarding this issue.

(1.1d) Regarding the issue of the PC involvement with the Grantee involving the Minority AIDS Initiative funding administration, Robert Sideleau stated he would review past meeting meetings and report the full council on what was decided in terms of PC guidance to the Grantee.

(1.1e) Regarding the feedback from survey questions, Robert Sideleau stated the SPA committee will be charged to look at the current survey questions and make any changes so that the survey would be more reflective of the current business.

(1.1f) Regarding the service unit cost calculation, at the Membership/Finance Committee a member asked why we were using this formula as it does not account for regional cost differences. The “unit cost” question had come up about three years ago and HRSA was asked for technical assistance at that time, however was not able to provide guidance on the issue. Staff was asked to gather rational on using the current unit cost formula for the Membership/Finance Committee co-chair to include in his upcoming motion for the Resource Allocation Process.

(1.2) Robert Sideleau announced there would be a change in executive leadership at the committee level for the QI and SPA committees. He stated the PC co-chairs would institute an opportunity for leadership development and invite current PC members who are emerging leaders to participate in the council in a new way. In order to begin this new process, two committee co-chairs were asked to step down from their current position – Ric Browne and Leif Mitchell. Both individuals have served as co-chairs for a long time and the decision for the change was difficult; however Mr. Sideleau stated the timing for change and developing a succession plan was important to begin. Mr. Kidder added two individuals have been asked to consider the co-chair opportunity with pending responses from both of them. The goal is to shadow the role of co-chair starting in August as the primary bulk of the council’s work should be wrapping up by then. Mr. Sideleau opened the floor for comments.

(1.2a) Leif Mitchell stated that he agreed with the concept of mentoring and shadowing of new co-chairs, however felt there should be a better process for discussing these changes in advance of the public notice. He does not feel comfortable stepping down without knowing someone would be coming in his place. The co-chairs work together as a team. We need a more democratic removal process and this may be a question for the By-Laws structure.

(1.2b) Ric Browne agreed with Leif and stated it would have been more respectful to have been asked to step down in person rather than over the phone.

(1.2c) Leif Mitchell stated there are several tension points with people involved and disagreements about process. He stated there seems to be an agenda and this doesn’t feel right. He acknowledged there have been attempts to do better than in the past, however this wasn’t better.

(1.2d) Roberta Stewart stated that this felt like decisions are made behind closed doors and there isn’t a process being followed. She stated that it feels like in the past changes were made in response to cause, however there hadn’t been mention of cause in this case and it doesn’t feel right. She stated if the cultivation of new leaders was the intension, then the whole council should be involved with this vision.

(1.2e) Charlotte Burch stated she understands Leif and Ric however timing is important. Now that the [service] priorities have been set, a decision for changing should happen now.

(1.2f) Robert Sideleau stated that is not an easy job running the business of the Planning Council. He stated that the goal of the council is to ensure services are available for people living with HIV/AIDS. Further, he and Tom Kidder are doing the best they can to keep the planning body moving forward to comply with federal requirements. He stated it is a juggling act to keep the considerations of individual's feelings in check with getting council work accomplished in a timely manner. He stated that his level of commitment to the council is very high. He understands the comments made about the process and stated there was a sincere effort to do better than what had been done in the past.

(1.2g) Tom Kidder acknowledged the timing was awkward. He stated the By-Laws addresses appointing co-chairs but nothing about removal or term limits. He stated that this opportunity now gives the council the chance to review membership reflectiveness provide an available potential new leader a chance to step up. He stated that it is unfortunate that the perception appeared that there were other agendas when in fact it has taken time to cultivate potential new leaders to get us to this point now.

(1.2h) Awilda Gonzalez suggested to ask members if they would like to become a leader of a committee because it is a difficult position to be in when a person is unsure of what the council's roles and responsibilities are. She stated that she depends on the [seasoned] leadership for making decisions when she is unsure of the task. She thanked Roberta for providing her guidance in her role as Membership co-chair.

(1.2i) Leif Mitchell suggested what would work better is having a prior discussion about future plans and involving the new leaders as well as the current ones involved in those discussions.

(1.2j) Ken Teel appreciated Ms. Gonzalez's comments. He stated at the last executive committee meeting he felt like he was taking sides and questioned why he felt that way. He stated he didn't want to act like he knew what he was doing [in leading a process] when he actually didn't; thus is the reason for publically disclosing information of what he didn't understand [about a process]. He stated he feels that the larger issue with this discussion is regarding group dynamics and trust. He stated it may have seemed in the past things were more transparent but then it may not have been in actuality. Mr. Teel stated that the council is in a new territory with creating a new process [for PSRA]. Lastly, he stated that self integrity is important, being honest when unsure of something and leaving egos at the door. In the end, he stated he cares about the clients and the services that are being provided.

(1.2k) Jose Aquino shared a personal story of his aunt and stated he takes his role on the planning council seriously and takes responsibility of his role to see this through. He stated we need to move on for our clients.

(1.2l) Charlotte Burch shared a personal story of being asked to be a co-chair. She stated "I can't do that" but then she realized it helped her better herself and inspired her to do more for others. Now she sees the bigger issues like the 'Out of Care' people and we need to reach them. This work feels good and she stated she looks forward to learning more.

(1.2m) Robert Sideleau thanks everyone for their honest feedback and moved to the next agenda item.

(2.0) Approval of Meeting Summary

Ken Teel moved approval of the minutes, with a second from Charlotte Burch. Discussion included one correction noted on page 3. Approval of the June 12, 2008 minutes of the Executive Committee occurred with 8 yes votes and 1 abstention (Y= Browne, Burch, Garcia, Gonzalez, Kidder, Mitchell, Stewart, Teel; Abstentions: Sideleau)

(3.0) Quality Improvement Committee Report

Ric Browne reported there was no July meeting for the Quality Improvement (QI) Committee next meeting is scheduled for August 8th.

(4.0) Strategic Planning and Assessment Committee Report

Leif Mitchell reported for the SPA Committee that met July 3rd in Bridgeport:

(4.1) Feedback Summary: Leif Mitchell stated the committee reviewed the summary from the feedback forms received at the June Planning Council meeting. There was an 83% response rate however it was recommended by the SPA committee to bring forward the entire summary form to the executive committee based on the environmental themes that came up.

(4.1a) Mr. Mitchell noted that item 6, 7, and 8 had 'No' response and comments, which was concerning to the SPA committee and asked for feedback.

(4.1b) Robert Sideleau recommended for the Executive committee to take a moment to review the summary form. He stated, in referencing the comments regarding the Ryan White Office, that there is a necessary tension to keep a balance within the council. He illustrated the three pieces of leadership functions including the PC co-chairs, the Ryan White Office and the consultants for PC staff. He stated that the new process focusing on a population-based driven process verses a provider-driven process may have had an impact on a specific provider.

(4.1c) Tom Kidder stated that the council members need to have a mutual coexistence to get work done. HRSA is running the show and we can't see the whole thing but we do our best. He stated that we [the PC co-chairs] are not in control of everything and need collaboration from the full council, the Grantee and the staff. The council is put in place from the funders and we are stronger when we stand together. He stated that distinctions do need to be made for discussion and regarding boundaries and perception issues. Further, he stated that it is inappropriate to direct comments to one person.

(4.1d) Ken Teel stated that the Roles & Responsibilities discussion may be needed, back to what Harold Philips had discussed. The planning council has to do the high level work, and the grantee execution of the work.

(4.1e) Roberta Stewart suggested that the co-chairs announce to the council about the process referencing Bob's presentation of who drives the process and how the process moves forward.

(4.1f) Leif Mitchell suggested the co-chairs announcement to include (1) recapped that the feedback forms have been reviewed and the environment issues had been presented, (2) reminding tension is good within the governmental perspective, (3) reminding the roles and responsibilities of the PC and Grantee, and (4) we need people to feel safe and every effort to do so will continue.

(4.1g) Charlotte Burch stated that it is good to understand the process and that today's process is for tomorrow's actions. She stated that Tom Butcher has an important role here and his words are coming from a different perspective, it is all helpful.

(4.1h) Ken Teel thanked Charlotte for reminding him that we are a 'Planning' council, not a 'Doing' council.

(4.2) Leif Mitchell stated the SPA committee had completed the list for service priorities for the FY2009 at the July 3rd meeting. He stated the process to complete this included comparing the FY2008 priority list with the multiple data sets and moving the FY08 service ranking up, down, or keeping the same based on the data sets. He stated a motion was passed at committee to bring the priority list to the July 11th planning council for a vote. He noted that the committee had not decided how the motion was going to be presented and asked for the Executive Committee to provide feedback on the best method to present the motion.

(4.2a) The Exec committee recommended to have a handout that lists the FY2009 priority service categories compared to the FY2008 list and include a blanket statement on why any changes were made.

(4.3) Leif Mitchell announced that the next SPA meeting will be on August 7th at Hill Health Center from 2-4pm. The agenda would include reviewing two service categories (Local AIDS pharmaceutical assistance and Health Insurance), and completing the Directives to the Ryan White Office for FY2009.

(5.0) Membership / Finance Committee

(5.1) Ken Teel reported for the Membership/Finance Committee that met July 3rd and described the process for Resource Allocations. He stated that there will be an external environment review that would include other funding sources how these funds will effect the Part A funded services, and the epidemiology of new HIV/AIDS cases diagnosed in the past year. Then the process will continue by reviewing the rate build up for each service category and discussing how this will look for each special population. The committee had requested staff to prepare the population-based rate build up with a comparison to the TGA overall to see where the differences are. Mr. Teel stated he will present this process to the council for a vote at the July 11th Planning Council meeting.

(5.2) Ken Teel stated that the next meeting will be August 7th at Hill Health Center from 12-2pm and the agenda would include completing the Resource Allocation for FY2009.

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

(6.1) Tom Butcher reported on behalf of the Ryan White Office. The Request for Proposals for the MAI grant closed on June 17th and the review team will be gathered within the next week to review the applications.

(6.2) Mr. Butcher reported that the site visits are continuing through July for quality management of the standards of care as well as programmatic and fiscal review of contractors.

(7.0) Old / New Business

(7.1) Tom Kidder stated that there was good dialogue for leadership development in the beginning of the meeting and there is a commitment to develop a process to phase in new leaders.

(7.2) Ken Teel stated that the membership committee could take this on in addition to outlining a training protocol.

Announcements

- Roberta Stewart announced that it was Leif's birthday today.

Adjournment

Robert Sideleau thanked Council members for their work and adjourned the meeting at 2:00 pm.