



Ryan White Planning Council

New Haven & Fairfield Counties

Robert J. Sideleau & Thomas J. Kidder, Co-Chairs

Executive Committee Meeting Summary FAST FACT PAGE

Meeting Date: Thursday, May 8, 2008 from 12:00 noon to 2:00 pm
Start Time 12:15 p.m.
End Time: 1:45 p.m.
Location: Optimus Health Care, Inc; 982 E. Main Street, Bridgeport, CT
Presiding Chair: Robert Sideleau
Recorder: Sara Nichols, Planning Council Staff

Motions to bring to May 9, 2008 Planning Council Meeting

- Approval of Meeting Minutes for April 11, 2008
- Approval Membership Committee recommendation for TWO (2) applications for planning council membership
- Approve SPA Committee recommendation for selection of SIX (6) Special Populations for the Priority Setting and Resource Allocation Process

Staff Assignments

- Prepare May meeting summary
- Update Website with committee agendas and minutes

Upcoming Planning Council Committee Meetings

- Tuesday, April 15th: Strategic Planning & Assessment – Supplemental Meeting at Leeway, New Haven, CT
- Thursday, June 5th: Membership/Finance at Hill Health, New Haven, CT
- Thursday, June 5th: Strategic Planning & Assessment at Hill Health, New Haven, CT
- Friday, June 6th: Quality Improvement at VNA, New Haven, CT
- Thursday, June 12th: Executive Committee at VNA, New Haven, CT
- Friday, June 13th: Planning Council at Chase Wellness Center, Bridgeport, CT



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Welcome, Moment of Silence, and Introductions

Co-Chair Robert Sideleau called the meeting to order at 12:15 pm. Robert led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

Co-Chair Announcements

- Robert welcomed Sara Nichols, who has joined Collaborative Research's team as of May 5th, and will be serving as the professional staff for the Ryan White Planning Council.
- Robert informed the committee of the recent court ruling in favor of the Nassau-Suffolk Counties TGA regarding the law of the 2006 Ryan White HIV/AIDS Treatment Modernization Act. Tom Butcher is following appropriate protocol to inquire if that court decision will have any impact on this TGA.
- Robert presented an update of the new tool for committee co-chairs. The meeting form is intended to make the committee business run consistently among the different committees with clear expectations for follow up after each meeting.

Approval of Meeting Summary

Approval of the April 7, 2008 minutes of the Executive Committee occurred with 5 yes votes and 2 abstentions. Ric Browne moved approval of the minutes, with a second from Tom Kidder.

Quality Improvement Committee

Charlotte Burch reported for the Quality Improvement (QI) Committee that met April 18th and May 2nd.

- Agenda items for April included discussion of the Quality Management plan per the National Quality Center and the committee members all had homework assignments; There was an update on the Medical Case Management Standard of Care that is getting finalized soon by the Statewide "All Parts" Ryan White group; and lastly the committee agreed on a date and time to meeting per the new calendar.
- Agenda items for May included the Quality Management plan update, the preparation for the provider site visits, and the training to occur for Medical Case Management pending the outcome of the site audit data.
- Next meeting is scheduled for Friday, June 6th, 2008 at Visiting Nurse Association (VNA), New Haven.

Membership / Finance Committee

Ken Teel reported for the Membership/Finance Committee that met April 24th and May 1st, 2008.

- Agenda items for the April included a review of membership reflectiveness status of the Planning Council. Creating membership ID cards were approved by consensus, as was the re-implementation of identifiers at Planning Council Meetings (i.e. table tents and name badges). The April agenda also included SPA business of the Priority Setting and Resource Allocation process regarding the Special Populations data.
- Agenda items for May included review of Planning Council brochures – one for general PC information and the other for public consumers who may be looking for care information. The meeting also included review of TWO (2) membership applications. The committee moved into executive session and moved to recommend the approval of both applications: 1) Stacie Rivera: Latina, from Region 3, no conflicts, selected committee: Membership/Finance; 2) Jennifer Loschiavo: Caucasian, Region 3, Liberation (SA), selected committee: SPA. Both applicants meet the Planning Council's membership guidelines.
- Discussion occurred about the Executive Session protocol. The process is for PC members only, the motion to enter executive session must receive 2/3 vote to go in, and there must be a motion to adjourn.
- Next meeting is scheduled for Thursday, June 5th, 2008 at Hill Health Center, New Haven.

Strategic Planning and Assessment Committee

Leif Mitchell reported for the SPA Committee that met April 15th, April 24th, and May 1, 2008:

- Leif reviewed (1) feedback received at the April Planning Council meeting, and (2) the motion to present to the May Planning Council Meeting.
- Leif presented the language for the motion to pass the selected SIX (6) Special populations for reviewing the service priority setting process. Ken stated this was the first time during the PSRA process that he was able



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to visualize people for who we are serving. Ric stated this process is easier to understand than previous years. Overall feedback on the process thus far was positive.

- The feedback form summary highlighted three areas for discussion – (1) Translating meetings in Spanish in real time; (2) Facilitating questions during committee reports; and (3) perception among participants.
- Translations: Discussion resulted in consensus for fostering the freedom for Spanish translating for members and public if needed; to prepare handouts in both languages; and co-chair announcements to include disclaimer for all members and public to share their comments/questions in their preferred language.
- Facilitating Questions: Discussion resulted in consensus that the Planning Council Co-Chairs will oversee the PROCESS of Q&A to assure order and timeliness for the meeting, and Committee Co-Chairs will manage the CONTENT from members & public questions.
- Managing perception of attendees – Robert stated there has been continuous improvement on changing the culture of the Planning Council to be welcoming to the public yet conducting the business at hand.

Ryan White Office Report (Grantee's Office)

Tom Butcher reported on behalf of the Ryan White Office:

- Tom reported they are executing contracts with the providers. The deadline for all contracts to be executed is May 21st.
- A parking lot item to discuss at a future date is the geographic boundaries for the regions as there has been a migration of consumers in the Upper and Lower Valley to neighboring regions.
- Lastly, the project officer conference call has been scheduled for May 14th.

Old / New Business

Robert Sideleau revisited the parking lot issues and where they should be placed on the agenda. Consensus to open meetings with the old parking lot issues from the previous meeting and the status of the items and close each Planning Council meeting by repeating the list of any new parking lot issues that were presented at the meeting (i.e. which committee is responsible for addressing and the progress of that committee on the items).

Announcements

- None presented

Adjournment

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



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Executive Committee Meeting Summary

Executive Committee Meeting Attendance Record

Date of Meeting	1/7	2/4	3/10	4/7	5/8	6/12	7/3	8/15	9/11	10/10	11/13	12/11
Committee Members												
Ric Browne (QI)	●	●	●	●	●							
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	5/8/08 – Jose Aquino											

Specific Announcements for Planning Council Meeting:

- Quality Improvement Committee – continue Quality Management Plan development
- Strategic Planning and Assessment – ongoing priority setting & resource allocation process
- Membership/Finance – revisit member reflectiveness based on updated epidemiology; research attendance and examine three (3) membership issues—(1) business or identification card (2) table tents to identify Planning Council members at meetings and (3) informational brochures.

Votes of Planning Council:

- Motion for Special Populations;
- Motion for 2 Member Appointments