



Leif Mitchell & Beverly Leach, Co-Chairs

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, February 18<sup>th</sup>, 2011

**Start Time:** 12:04 p.m.

**End Time:** 1:10 p.m.

**Location:** The Greek Olive, New Haven

**Presiding Chair:** Leif Mitchell

**Recorder:** Jeff Daniel, Collaborative Research Staff

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#### Summary of Council Business Votes

Vote on: Minutes from Planning Council on 1/14/11

Vote on: Membership Applications

Vote on: 2011 Council By-Laws

#### (1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:04 pm. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

#### (2.0) Conflict of Interest Introductions

Leif explained to all in attendance the importance of the Council members to state “conflicts as listed on the sign in sheet”. By doing so makes the voting process transparent to everyone.

#### (3.0) Welcome, Overview, Meeting Objectives

Leif asked everyone to silence electronic devices. He also reminded everyone that this is a business meeting and open to the public, so members of press or others could attend. He cautioned participants to be judicious regarding their HIV status and/or with Person Health Information (PHI). He welcomed all members and asked council members and guests to introduce themselves and state any affiliation.

#### (4.0) Public Comment

- None

#### (5.0) Approval of Meeting Minutes

(5.1) Members reviewed the January 14<sup>th</sup>, 2011 minutes for accuracy.

(5.2) Beverly Leach motioned to approve the minutes. Brian Kuerze seconded the motion.

(5.3) The Council minutes were approved without corrections. *(Please see attached voting sheet detail for all Planning Council votes)*

#### (6.0) Planning Council Committee Reports

##### (6.1) Membership Finance Committee

Adaline DeMarrais gave the following Membership/Finance Committee report:

- Reviewed the current grant year Planning Council Activity timeline. The committee is on track based on the assigned work activities
  - Reviewed the FY 2011 PCAT and finalized the work activities
  - Reviewed the PC reflectiveness. The Council is now reflective of HRSA’s 33% non-aligned consumer representation. The Council is still seeking Hispanics, males and non-aligned consumers
  - Discussed the upcoming Community Forum (#4) to be held in New Haven on Friday, February 18<sup>th</sup> at 10:00 a.m. to 11:30 a.m.—prior to PC meeting
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- Discussed strategy for seating a Medicaid rep to the Council. Staff forwarded Medicaid letters to Tom Kidder for action
- Reviewed membership applications and will bring 5 applications forward to the Council for consideration.
- Five membership applications will be brought forward to the Council:
- Motion to move Ric Browne's membership application forward to the Planning Council for consideration was made by Adaline, does not require a second *(Please see attached voting sheet detail for all Planning Council votes)*
- Motion to move Tom Kidder's membership application forward to the Planning Council for consideration was made by Adaline, does not require a second. *(Please see attached voting sheet detail for all Planning Council votes)*
- Motion to move Adaline DeMarrais's membership application forward to the Planning Council for consideration made by Adaline, does not require a second. *(Please see attached voting sheet detail for all Planning Council votes)*
- Motion to move Christine Romanik's membership application forward to the Planning Council for consideration made by Adaline, does not require a second. *(Please see attached voting sheet detail for all Planning Council votes)*
- Motion to move Roberta Stewart's membership application forward to the Planning Council for consideration made by Adaline, does not require a second. *(Please see attached voting sheet detail for all Planning Council votes)*
  
- Next meeting will be Thursday, March 3<sup>rd</sup> at Hill Health Center in New Haven from noon to 2 p.m.

**(6.2) Strategic Planning & Assessment Committee**

Roberta Stewart gave the following Strategic Planning & Assessment Committee report:

- Reviewed the PC feedback from January. The main comments were focused on the lack of parking at FSW. The committee noted that the PC meeting at FSW was a one-time thing.
- Reviewed the current grant year Planning Council Activity timeline. The committee is on track based on the assigned work activities
- Reviewed the FY 2011 PCAT and finalized the work activities
- Reviewed and Discussed the EIIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies. The committee developed a survey instrument to be used in the high risk assessment (EIIHA Strategy #2)
- Motion to approve the Council's FY 2011 By-laws, does not require a second *(Please see attached voting sheet detail for all Planning Council votes)*
- Next meeting will be Thursday, March 3<sup>rd</sup> from 2-4 p.m. at the Hill Health Center in New Haven

**(6.3) Quality Improvement Committee**

Brian Kuerze gave the following Quality Improvement Committee report:

- Reviewed Strategic Plan being developed for Quality Improvement Committee
- Determined DRAFT 2011 PCAT for QI Committee
- Discussed integration with other PC Committees and differentiation of QIC from RWO specific to QI
- Next meeting will be Friday, March 4<sup>th</sup> from 10 a.m. to 2 p.m. at the Greek Olive

**(7.0) New/Old Business**

- Brian Kuerze led the Council in review and purpose of the FY 2011 Planning Council Activity Timeline (PCAT).



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**(8.0) Public Comment**

- None

**(9.0) Grantee Report**

Tom Butcher reported:

- The Minority AIDS Initiative (MAI) carry-over request will be added to FY 2011 funding, per the EMA's Project Officer.
- The Grantee has identified additional administrative funds from his budget and will be allocating those to Inpatient Substance Abuse
- There is still no word on the Notice of Grant Award. The Federal government is operating on a Continuing Resolution (CR) which expires on Friday, March 4<sup>th</sup>.
- There was a HRSA conference call indicating Part A jurisdictions are to receive 1/2 of FY 2010's Formula funding. No additional information on when the other part(s) of the award will come through

**(10.0) Announcements**

- Gov. Malloy is hosting Town Hall Meetings throughout the state to discuss budget issues
- AIDS Life Campaign is having a meeting in Meriden on 2/22/11 from 12-2
- CT HIV Planning Consortium Newsletter was distributed
- CIRA's AIDS Science Day is scheduled for 3/23 at the Omni New Haven Hotel at Yale
- Based on the Governor's FY 2011 budget, there appears to be a 10% reduction on the AIDS services line. More details to come.

**(11.0) Planning Council Survey Completion**

All members and guests are encouraged to complete this survey.

**(12.0) Adjournment**

Leif thanked everyone for their participation in today's meeting and asked everyone to please take a moment to fill out feedback forms and return them to staff. The meeting was adjourned at 1:10 p.m.

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## <sup>1</sup>Planning Council Meeting Attendance Record-2011

	<b>Council Member</b>	1/14	2/18	3/11	4/15	5/13	6/10	7/15	8/12	9/9	10/14	11/11	12/9
1.	Ric Browne												
2.	Charlotte Burch	A	X										
3.	Brian Datcher		X										
4.	Adaline DeMarrais	X	A										
5.	Thomas Kidder												
6.	Brian Kuerze	X	X										
7.	<b>Beverly Leach PC Co-Chair</b>	X	X										
8.	Ronald Lee	X	X										
9.	Jennifer Loschiavo	X	X										
10.	<b>Leif Mitchell PC Co-Chair</b>	X	X										
11.	Caesar Moffett, Jr.	X	X										
12.	Ken Teel	X	X										
13.	Kenneth McCoy	A	A										
14.	Krystle Moore	X	X										
15.	Joanne Montgomery	X	A										
16.	Clara Ramos	A	X										
17.	Christine Romanik	X	X										
18.	Gabrielle Rosa	X	X										
19.	Robert Sideleau	X	A										
20.	Roberta Stewart	X	X										
21.	Dennis Torres	X	X										
	Ryan White Office	X	X										
	Planning Council Staff	X	X										
	% of Council present:	84%	79%										

Guests:

<sup>1</sup> Note: Council Members must not miss more than four Council meetings per year regardless of reason.



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**Planning Council Meeting Voting Record**

	<b>Council Member</b>	January Minutes	Browne Application	Kidder Application	DeMarrais Application	Romanik Application	Stewart Application	2011 Bylaws
1.	Charlotte Burch	AB	Y	Y	Y	Y	Y	Y
2.	Brian Datcher	N	Y	Y	Y	Y	Y	N
3.	Adaline DeMarrais	NP	NP	NP	NP	NP	NP	NP
4.	Brian Kuerze	Y	Y	Y	Y	Y	Y	Y
5.	<b><i>Beverly Leach PC Co-Chair</i></b>	AB	Y	Y	Y	Y	Y	Y
6.	Ronald Lee	Y	Y	Y	Y	Y	Y	Y
7.	Jennifer Loschiavo	Y	Y	Y	Y	Y	Y	Y
8.	<b><i>Leif Mitchell PC Co-Chair</i></b>	AB	Y	Y	Y	Y	Y	Y
9.	Caesar Moffett, Jr.	NP	NP	NP	NP	NP	NP	NP
10.	Ken Teel	Y	Y	Y	Y	Y	Y	Y
11.	Kenneth McCoy	NP	NP	NP	NP	NP	NP	NP
12.	Krystle Moore	Y	Y	Y	Y	Y	Y	Y
13.	Joanne Montgomery	NP	NP	NP	NP	NP	NP	NP
14.	Clara Ramos	AB	Y	Y	Y	Y	Y	Y
15.	Christine Romanik	Y	Y	Y	Y	Y	Y	Y
16.	Gabrielle Rosa	NP	NP	NP	NP	NP	NP	NP
17.	Robert Sideleau	NP	NP	NP	NP	NP	NP	NP
18.	Roberta Stewart	Y	Y	Y	Y	Y	Y	Y
19.	Dennis Torres	Y	Y	Y	Y	Y	Y	Y

Y= YES    N=NO    AB=ABSTENTION    NP=NOT PRESENT