

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Joanne Montgomery & Roberta Stewart, Co-Chairs

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, April 7th, 2011
Start Time: 2:00 PM
End Time: 3:30 PM
Location: Burroughs
Presiding Chair: Joanne Montgomery
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the March 3rd, 2011

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Recruit/Promote Planning Council to increase PLWHA participation

Staff Member Assignments

- FY 2012 Priority Setting and Resource Allocation preparation
- Recruit/Promote Planning Council to increase PLWHA participation

Attendance Record – 2011

	Council Member	1/6	2/3	3/3	4/7	5/5	6/2	7/7	8/4	9/1	10/6	11/3	12/1
1.	Ric Browne												
2.	Charlotte Burch		X	X									
3.	Brian Datcher			X									
4.	Adaline DeMarrais			X									
5.	Heidi Jenkins				X								
6.	Tom Kidder			X									
7.	Brian Kuerze	X	X	X	X								
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X								
9.	Ronald Lee				X								
10.	Jennifer Loschiavo	X		X	X								
11.	<i>Leif Mitchell PC Co-Chair</i>	X		X	X								
12.	Caesar Moffett, Jr.												
13.	Ken Teel												
14.	Kenneth McCoy	X	X	X	X								
15.	Krystle Moore	X	X	X	X								
16.	Joanne Montgomery Co-Chair		X		X								
17.	Clara Ramos		X	X	X								
18.	Christine Romanik												
19.	Gabrielle Rosa		X	X	X								
20.	Robert Sideleau	X	X	X									
21.	Roberta Stewart Co-Chair	X		X	X								
22.	Dennis Torres	X											
	Ryan White Office	X	X	X	X								
	Planning Council Staff	X	X	X	X								
	% of Council present:	50%	53%	67%	53%								



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(1.0) Moment of Silence

Joanne Montgomery called the meeting to order at 2:00 PM. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

There were no co-chair announcements today. Joanne reviewed today's agenda with the committee.

(4.0) Approval of February 3rd, 2011 Meeting Summary

A motion to approve the minutes of the February 3rd, 2011 SPA Committee was made by Roberta Stewart and seconded by Beverly Leach.

For: Kuerze, Leach, Loschiavo, Mitchell, McCoy, Moore, Ramos, Rosa, Stewart

Against: None

Abstain: Jenkins, Lee, Montgomery

(5.0) New Business/Old Business

a. Reviewed SPA PCAT

- The Committee reviewed the PCAT and determined to be on track with assigned work activities.

b. Develop 2012 Priority Setting and Resource Allocation process

- The Committee reviewed the FY 2011 Priority Setting data sets. For FY 2012 the committee will use the following data sets to inform the EMA's Service Priorities rankings:
 1. 2011 Out of Care Needs Assessment (if able to have completed in time) or none. The Council will conduct an Out of Care Needs Assessment but it might be after the PSRA process. The grantee, when writing the FY 2012 application, will inform HRSA that the EMA is in the process of conducting an Out of Care Study. The Committee felt the 2007 Out of Care Needs Assessment was dated and not relevant to FY 2012 planning
 2. 2010 In Care Needs Assessment
 3. 2010 Community Forums
 4. 2010 Service Utilization
 5. 2010 Public Comment (from Planning Council Meetings)
 6. 2010 Newly Diagnosed Needs Assessment
 7. Quality Improvement data
- At the May SPA meeting, the committee will review data to inform FY 2012 Resource Allocation

c. Reviewed EIHA (Early Identification of Individuals with HIV/AIDS—Unaware) strategies review, discussion and action.

- Most of the 9 strategies are completed or in process
- Staff presented Peer Outreach models based on research conducted from other EMAs and TGAs. This information will be used by to help construct the EMA's Peer Outreach model, which is a component of Early Intervention Services

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- Gabriella Rosa suggested the committee update the EIHA strategies—which will occur in May

d. Needs Assessment Activity

- Discussed the process to conduct an Out of Care (no CD4, Viral Load or Anti-Retroviral Therapy (ART) within the past 6-12 months) Needs Assessment to inform FY 2012 PSRA. Due to partial grant award, timing of Out of Care Needs Assessment will be determined once the Ryan White Office (RWO) receives the full award. MIGHT NOT occur if the EMA receives a cut in funding.

(6.0) Announcements

- Grantee has received partial award. It is still unclear on what the remainder portion will be. Anticipating knowing by end of April or early May.

(7.0) Adjournment

The meeting adjourned at 3:30 PM.