



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 10th, 2011

Start Time: 12:01 p.m.

End Time: 12:51 p.m.

Location: The Greek Olive

Presiding Chair: Leif Mitchell

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on:

1. Minutes from Planning Council on 05/13/11
2. FY 2012 Service Priorities

(1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:0 p.m. 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) Introductions

Council members introduced themselves by stating town they are from and if they hold a leadership position on the Council.

(3.0) Welcome, Overview, Meeting Objectives and Co-Chair Announcements

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).

Co Chair Announcements:

- HRSA Project Officer rescheduled to Thursday, June 16th at 3 p.m.
- Beverly and I are appointing two committee co-chairs: Ken Teel as Quality Improvement Co-Chair and Caesar Moffett, Jr. as Membership/Finance Co-Chair
- Attendance at Committee meetings is important as most of the Council's work occurs in committee.
- We will have a training on the Priority Setting process. Joanne Montgomery will lead the training.

(4.0) Public Comment

- None

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the May 13th, 2011 minutes for accuracy.

(5.2) Bob Sideleau motioned to approve the minutes. Ken Teel 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.a) Membership Finance Committee

Leif Mitchell gave the following Membership/Finance Committee report:

1. Co-Chair Nominations discussion
 - a. The Committee discussed the Committee Co-Chair vacancy and Caesar Moffett, Jr., put his name forward as a candidate willing to be considered for the vacant Co-Chair. Caesar's name will be
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forwarded to the Executive Committee for review and the Planning Council Co-Chairs will make the final determination. It was noted that Caesar has perfect attendance at the Membership/Finance committee as well as the Planning Council.

2. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the June work activities assigned to the committee.
3. The Committee reviewed the Planning Council feedback from May. The feedback was very strong with no negative comments. Both council members and members of the public had very positive comment with regard to the Priority Setting and Resource Allocation training that was lead by Roberta Stewart.
4. The Committee reviewed the Planning Council reflectiveness. The Council is at 32% non-conflicted consumer with a goal of 33%. The Council is still seeking at Medicaid representative as well as Hispanic; Male and non-conflicted consumers. The Planning Council Co-Chairs will discuss the Medicaid vacancy with the EMA's project officer during their monthly call (scheduled for Thursday, 6/16 at 3 p.m.)
5. The Committee reviewed the Planning Council attendance. One member has missed 4 Planning Council meetings. Per the Council's By-Laws, on the fifth absence of either committee meetings or Planning Council meetings, the member is discharged from the Council.
6. The Committee reviewed two membership applications. The candidates were notified of the Council's membership application process.
7. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness. Strategies discussed included:
 - a. Hosting a Hispanic focused consumer forum in Meriden
 - b. Contacting Hispanos Unidos to engage Hispanic PLWHA
 - c. Invite the Consumer Forum attendees from Bob Sideleau and Tom Kidder's events to Council meetings
 - d. Contact Fairhaven with possibly hosting a Community Info Session at their location
8. The Committee finalized the FY 2010 Assessment of the Administrative Agency tool. This activity is a HRSA-Planning Council mandated function. The purpose is to determine the efficiency of the Administrative Agent (in our case, the City of New Haven Public Health Department). The tool has six questions and the data will be reviewed by the Executive Committee.
 - a. Part A funds were expended in a timely manner (Net 30^[1]).
 - b. Part A contracts with service providers were signed in a timely manner
 - c. During FY 2010, the EMA had less than 3%(?) carryover in Part A funds.
 - d. Part A resources were reallocated in a timely manner to ensure the needs of the community are met.
 - e. Part A Programs funded in FY 2010 matched the service categories and percentages identified during the Council's Priority Setting and Resource Allocation process
 - f. Planning Council Directives were reflected in Part A programs funded in FY 2010.
9. Finally, the Committee received a Grantee report from Tom Butcher.
10. Next meeting is Thursday, July 7th from Noon to 2 p.m. at The Greek Olive

(6.b) Strategic Planning & Assessment Committee

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the June work activities assigned to the committee.

^[1] Legally speaking Net 30 means that buyer will pay seller in full on or before the 30th calendar day (including weekends and holidays) of when the Goods were dispatched by the Seller or the Services were fully provided



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2. Provided the Council with training on how the FY 2010 Priorities were set: Step 1: Identified Data Sources; Step 2: Used rankings from the data sources; Step 3: applied a weighting to each data source based on relevancy to PLWHA within the EMA.
3. The Committee reviewed and determined the Grant Year 2012 Service Priorities and makes the following MOTION: The Strategic Planning & Assessment committee moves that the following ranked service priorities be approved as the Eligible Metropolitan Area's (EMA) 2012 Service Priorities *(comes from committee and does not need a second. Please see attached voting sheet detail for all Planning Council votes)*

Service Category	2012 Ranking
Medical Case Management	1
Outpatient/Ambulatory Medical Care	2
Food Bank/Home Delivered Meals	3
Housing Services	4
Medical Transportation	5
Substance Abuse Services-Outpatient	6
Mental Health Services	7
Emergency Financial Assistance	8
Oral Health Care	9
Health Insurance	10
Substance Abuse Services-Inpatient	11
Early Intervention Services	12
AIDS Pharmaceutical Assistance (local)	13

4. The Committee asked staff to request an Epidemiology update from DPH as the latest version is not on the DPH website
5. The Committee did a preliminary review of the HRSA service category definitions. Tracy Kulik of Collaborative Research did a tremendous job comparing our current service category definitions with the new definitions. Staff will email the document prior to the July meeting so Council members can review. Next month, SPA will continue updating the service category definitions.
6. The Committee discussed the Early Intervention Service Model review. At this time, there isn't data to review as the program outcomes are waiting full funding from the federal government
7. The Committee reviewed the Early Identification of Individuals with HIV/AIDS (EIIHA) strategies. All are either completed or in process. The committee reviewed preliminary data from EIIHA Strategy #2---which is the conduct of a high risk mini-needs assessment for individuals at risk for HIV infection. Staff completed 51 surveys at Recovery Network of Programs. Results from the 51 surveys were shared with the SPA committee. More surveys are planned (at homeless shelters, food pantries, gay bars, etc)
8. The Committee is waiting for final funding from HRSA to determine the Needs Assessment activity
9. Next meeting is Thursday, July 7th from 2-4 p.m. at The Greek Olive in New Haven

(6.c) Quality Improvement Committee

Brian Kuerze gave the following Quality Improvement report:

- 1) Nominee for QI Co-Chair: Ken Teel
- 2) Started re-discussion of HIV: Hepatitis C Co-Infection Protocol
- 3) Communication back to QIC about use of Standard of Care compliance scores and weighting for Priority Setting process



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- 4) Review of focused 2011 Site Visit process
 - a. 4 services (Ambulatory/Outpatient Medical Care, Medical Case Management, Housing and in pilot fashion, Early Intervention Services) – all linked to National HIV/AIDS Strategy
 - b. Provider per service selected in each of 5 regions
 - c. Site Visits to occur from mid-June through all of July
 - d. Results to be reviewed with QIC at August meeting
- 5) Presentation and Discussion of Findings of 2010 Mental Health pod
- 6) Next meeting is Friday, July 8th from noon to 2 p.m. at The Greek Olive in New Haven

(7.0) Grantee Report

Tom Butcher reported:

1. Still have not received the Notice of Grant Award. Our Project Officer said it would be late June.
2. All contracts have been executed
3. Gail Glenn reported that regional draw down requests are being processed
 - a. Regions 3,4,5- all draw downs processed for March and April
 - b. Regions 1 and 2-all three months (March-May) will be processed at one time
4. Held a regional lead meeting to discuss QI site visit process
5. Received the Progress Report from the Planning Council, thanks to staff for putting that together
6. We are working on the Conditions of Award
7. Want to again emphasize the tremendous work that Gail Glenn and Lakeisha Greene are doing. It's a very difficult year with the funding being so late and they have done a spectacular job ensuring contracts are processed and draw downs are expedited so services can continue for People Living with AIDS in our EMA.

(8.0) New/Old Business

a. Council Training was delivered by Joanne Montgomery during the SPA committee report and presentation of FY 2012 Service Category priorities.

(9.0) Public Comment

- None

(10.0) Announcements

- Norwalk Smiles is having a Farmer's Market-talk to Krystle Moore for additional information
- CIRA's AIDS Science Day defining moment videos are launching at the CIRA website. They are awesome.

(11.0) Planning Council Feedback

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 12:51 p.m.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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¹Planning Council Meeting Attendance Record-2011

	Council Member	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			X	X	X	X						
2.	Charlotte Burch	A	X	X	X	X	X						
3.	Brian Datcher		X	A	X	A	A						
4.	Adaline DeMarrais	X	A	X	A	X	A						
5.	Thomas Kidder			X	X	X	X						
6.	Heidi Jenkins				X	X	X						
7.	Brian Kuerze	X	X	X	X	X	X						
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X	X						
9.	Ronald Lee	X	X	A	X	A	X						
10.	Jennifer Loschiavo	X	X	X	A	A	A						
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	X	X	X						
12.	Caesar Moffett, Jr.	X	X	X	X	X	X						
13.	Ken Teel	X	X	X	X	X	X						
14.	Kenneth McCoy	A	A	A	X	A	X						
15.	Krystle Moore	X	X	X	X	A	X						
16.	Joanne Montgomery	X	A	X	X	X	X						
17.	Clara Ramos	A	X	X	A	A	X						
18.	Christine Romanik	X	X	X	X	X	X						
19.	Gabrielle Rosa	X	X	X	X	A	X						
20.	Robert Sideleau	X	A	X	X	A	X						
21.	Roberta Stewart	X	X	X	X	X	X						
22.	Dennis Torres	X	X	X	X	A	X						
	Ryan White Office	X	X	X	X	X	X						
	Planning Council Staff	X	X	X	X	X	X						
	% of Council present:	84%	79%	81%	81%	60%	86%						

Guests: Cam Crosby, Andrew Lyons, Penny Alesi

¹ 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

	Council Member	May Minutes	FY 2012 Service Priorities
1.	Ric Browne	Y	AB
2.	Charlotte Burch	Y	Y
3.	Brian Datcher	NP	NP
4.	Adaline DeMarrais	NP	NP
5.	Heidi Jenkins	Y	Y
6.	Tom Kidder	Y	Y
7.	Brian Kuerze	Y	AB
8.	<i>Beverly Leach PC Co-Chair</i>	NP	NP
9.	Ronald Lee	AB	Y
10.	Jennifer Loschiavo	NP	NP
11.	<i>Leif Mitchell PC Co-Chair</i>	AB	AB
12.	Caesar Moffett, Jr.	Y	Y
13.	Ken Teel	Y	Y
14.	Kenneth McCoy	Y	Y
15.	Krystle Moore	AB	Y
16.	Joanne Montgomery	NP	Y
17.	Clara Ramos	AB	Y
18.	Christine Romanik	Y	Y
19.	Gabrielle Rosa	AB	Y
20.	Robert Sideleau	AB	Y
21.	Roberta Stewart	Y	Y
22.	Dennis Torres	NP	Y

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