

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, January 5th, 2012
Start Time: 2:00 p.m.
End Time: 3:25 p.m.
Location: The Greek Olive
Presiding Chair: Leif Mitchell
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the December 8th, 2011 meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Recruit/Promote Planning Council to increase PLWHA participation—especially at the upcoming Planning Council Open Houses—January in Bridgeport

Staff Member Assignments

- Finalize 2012 By-Laws with Committee input
- Prepare the EMA's Comprehensive Plan workbook for SPA review/action
- Recruit/Promote Planning Council to increase PLWHA participation

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 2:00 p.m. 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

None

(4.0) Approval of December 8th, 2011 Meeting Summary

A motion to approve the minutes was made by Beverly Leach and seconded by Brian Datcher

For: Datcher, Jenkins, Kidder

Against: None

Abstain: Leach, Mitchell, Torres

(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. By law review and update

The Committee spent most of the meeting reviewing the By-Laws. There were minor changes and the current changes will be emailed by staff to Council members prior to February's SPA meeting. At the February SPA meeting, the By-laws will be finalized and approved at Council the following week. There are minor changes to the By-Laws mainly around the membership application process. The changes are as follows:



Joanne Montgomery & Roberta Stewart, Co-Chairs

1. On Page 3, Section 4.2 (b) Membership Process—“cleaned up” this section to more accurately outline the Council’s membership process including attendance at one Committee meeting (excluding Executive) and one PC Meeting. Noted that transportation is available for consumers who are active in the Council’s membership process (based on availability of funds).
2. On Page 5, Section 4.4 (a) Planning Council Co-Chairs Overview; second paragraph, deleted Co-Chairs may not serve consecutive terms. However, in the event that a new Co-Chair cannot be found by the time the term expires, the Council should request that the term of the outgoing Co-Chair be extended until the appointment of a new Co-Chair is secured.
3. On page 10, detailed the PC agenda to include introductions (name, council leadership position (if any) and town in which you reside); listed committees under PC Committee Updates
4. On page 10, Article VI-Committees, aligned each committee responsibilities with the Planning Council Activity Timeline (PCAT). Only significant proposed change is Service Category Definitions—Quality Improvement will develop the definitions as the definitions need to align to the EMA’s standards of care. SPA will have final input prior to the annual Priority Setting and Resource Allocation process.
5. On Page 16, changed Title I to Part A.

c. Review Scope of Work for next grant year (PCAT)

The Committee reviewed the FY 2011 PCAT to determine of the committee’s work activities needed to be modified for FY 2012. The only discussion point was around Service Category Definitions. The committee felt Quality Improvement might be better suited for reviewing the Service Category Definitions as they are based on the EMA’s Standards of Care. The Committee will finalize the decision at the February meeting.

d. Develop Comprehensive Plan and accompanying work plans (CP due May 2012)

Staff is working on the CP draft which will include EIS Model Review and EIIHA strategies

- i. Needs Assessment Activity**—the committee discussed conducting two needs assessments: 1) Out of Care that have returned to care (within the past 6-12 months) and 2) Young Men who have sex with men –of color. The committee has charged staff with collecting the data during the spring months so that the findings can be used for the FY 2013 Priority Setting and Resource Allocation process.

(6.0) Announcements
None

(7.0) Adjournment
The meeting adjourned at 3:25 p.m.

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Joanne Montgomery & Roberta Stewart, Co-Chairs

Attendance Record – 2012

	Council Member	1/5	2/2	3/1	4/5	5/3	7/12	8/2	9/6	10/4	11/1	12/6
1.	Ric Browne											
2.	Kenneth Cousar											
3.	Michael Contreras											
4.	Brian Datcher	X										
5.	Adaline DeMarrais											
6.	Heidi Jenkins	X										
7.	Tom Kidder	X										
8.	Brian Kuerze											
9.	<i>Beverly Leach PC Co-Chair</i>	X										
10.	Andrew Lyons											
11.	<i>Leif Mitchell PC Co-Chair</i>	X										
12.	Caesar Moffett, Jr.											
13.	Ken Teel											
14.	Joanne Montgomery Co-Chair											
15.	Cedric Reid											
16.	Christine Romanik											
17.	Gabrielle Rosa											
18.	Robert Sideleau											
19.	Roberta Stewart Co-Chair											
20.	Dennis Torres	X										
	Ryan White Office	X										
	Planning Council Staff	X										
	% of Council present:	30%										