

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, February 2, 2012
Start Time: 2:00 p.m.
End Time: 3:58 p.m.
Location: Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Kyle Linnemeyer

Summary of Committee Business Votes

- Approval of Minutes from the January 5th, 2011 meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2012 PCAT for Strategic Planning & Assessment Committee

Staff Member Assignments

- Finalize 2012 By-Laws with Committee input
- Document the 2012 PCAT for Strategic Planning & Assessment Committee

(1.0) Moment of Silence

Roberta Stewart 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 January 5th, 2012 Meeting Summary

A motion to approve the minutes was made by Tom Kidder and seconded by Brian Datcher

For: Datcher, Jenkins, Kidder, Leach, Torres

Against: None

Abstain: Mitchell, Montgomery, Stewart

(5.0) New Business/Old Business

a. Reviewed SPA PCAT

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

b. Finalize 2012 By Laws

The Committee spent most of the meeting reviewing the By-Laws. The changes are as follows: *p. 4: #7. (was):* "After the Membership/Finance Committee reviews application, applicants are required to attend on Committee meeting (excluding Executive) and one Planning Council meeting. Once an applicant meets this requirement, the Membership/Finance Committee will conduct a final review of applications and forward to Planning Council for consideration. If the Council vote to accept the applicant, Planning Council staff will forward the applicant's information to the Chief Elected Official for formal appointment. During the application process, transportation assistance is available to consumers, based on availability of funding.



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(is) “After the Membership/Finance Committee reviews **applicant and deems them eligible dependent on reflectiveness**, applicants are required to attend on Committee meeting (excluding Executive) and one Planning Council meeting. Once an applicant meets this requirement, the Membership/Finance Committee will conduct a final review of applications and forward to Planning Council for consideration. If the Council vote to accept the applicant, Planning Council staff will forward **those deemed eligible** to the Chief Elected Official for formal appointment. During the application process, transportation assistance is available to consumers **to fulfill their attendance requirement, based on request** and availability of funding.

p. 6: Section 4.5(a) Committee Co-Chairs

(was): “Each Planning Council Committee shall have two Committee Co-Chairs. This Council shall make all attempts to secure at least one Committee Co-Chair that is HIV+ to ensure representation of people living with HIV/AIDS in Council leadership positions. The term of office shall be for three years.

(is):Change last sentence to **The term of office shall be for three years and can be consecutive.**)

p. 11 Section 6.1(b) Membership/Finance Committee Responsibilities

Add the duty of monitoring term limits

Section 6.1c Strategic Planning and Assessment

Add 6. Develop Service Definitions

Section 6.1.(d) Quality Improvement Committee

Add 4. Review and Monitor HIV/AIDS Bureau Performance Measures

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

The Committee discussed the 2012 PCAT and generated the following:

1. It was decided to have two meetings in August and no meetings in June or December. This decision was made to save money that will go back into services. Meeting dates must be set in the beginning of the year because of contractual issues related to the Scope of Work. August’s scope of work is heavier than that in June or December.

Committee	Mar	April	May	July	Aug	Sept	Oct	Nov	Jan	Feb
Strategic Planning and Assessment										
Review Scope of Work for next year (PCAT)	X									X
Update Service Category Definitions				X						
Develop Comprehensive Plan and accompanying work plans	X	X	X							
Provide Overview of Health Care Reform/ National HIV/ AIDS Strategy Impact to RW Part		X				X				
Identify Datasets/ needs for PSRA		X								
Review Data for PSRA			X							
Determine Priorities and Allocations for FY 2013 Grant Application				X	X	X				
Determine 2013 Directives to Ryan White Office							X			
Review Status of Comprehensive Plan Activities							X	X		
By law review and update									X	X
Needs Assessment activity									X	X
SPA Meeting Total	1	1	1	1	2	1	1	1	1	1



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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. **EIS Model Review** – to be incorporated into the Comprehensive Plan with a Work Plan available at the March 1st SPA meeting complete with drafts of Section I. "Where Are We Now?" and brainstorming at that session for Section II. "Where Are We Going?" . The plan is due on May 20th, 2012; with Staff expectations to complete this document for SPA approval by May 3rd.
- ii. **EIIHA** – This is also an important component of the Comprehensive Plan and will be discussed at the March 1st SPA Committee meeting.
- iii. **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. Activity is currently underway to conduct these studies in February and early March.

(6.0) Announcements

None

(7.0) Adjournment

The meeting adjourned at 3:58 p.m.

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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	X									
5.	Adaline DeMarrais											
6.	Heidi Jenkins	X	X									
7.	Tom Kidder	X	X									
8.	Brian Kuerze		X									
9.	<i>Beverly Leach PC Co-Chair</i>	X	X									
10.	Andrew Lyons											
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X									
12.	Caesar Moffett, Jr.											
13.	Ken Teel											
14.	Joanne Montgomery Co-Chair		X									
15.	Cedric Reid											
16.	Christine Romanik											
17.	Gabrielle Rosa		X									
18.	Robert Sideleau		X									
19.	Roberta Stewart Co-Chair		X									
20.	Dennis Torres	X	X									
	Ryan White Office	X	X									
	Planning Council Staff	X	X									
	% of Council present:	30%	55%									