

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, April 13th, 2012
Start Time: 12:00 p.m.
End Time: 1:07 p.m.
Location: Greek Olive Restaurant
Presiding Chair: Beverly Leach
Recorder: Kyle Linnemeyer

Summary of Committee Business Votes

- Approval of Minutes from the March 9th, 2012 meeting
- Two Membership Applications
- Approval of changes made to the By-Laws

(1.0) Moment of Silence

Beverly Leach called the meeting to order at 12:00 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Beverly Leach welcomed everyone and requested that all Planning Council, then attendees introduce themselves and their Planning Council leadership role.

(3.0) Co-Chair Announcements

There were no Co-Chair announcements

(4.0) Public Comment- There were no public comments

(5.0) Approval of March 9th, 2012 Meeting Summary

A motion to approve the minutes was made by Joanne Montgomery and seconded by Roberta Stewart.

For: 10 - Browne, Jenkins, Kidder, Lyons, Moffet, Montgomery, Romanik, Stewart, Teel, Lee

Against: None

Abstain: 4 - Kuerze, Cousar, Reid, Leach

Not Present: 2 - Sideleau, Datcher

(6.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffet, Jr. gave the following Membership/Finance Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the work activities assigned to the committee.
2. The Committee reviewed the feedback form from March's Planning Council meeting. The feedback was good, but there was still comment about cell phones ringing during the meeting. It was decided that at the beginning of each meeting that the presiding chair will ask the audience to silence their cell phones.
3. The Committee reviewed the Planning Council Reflectiveness. We are under-represented in the Hispanic population but that should change based on the new applications that we are receiving. Our project -officer at HRSA, Britney Bovenizer, advised us that DSS is under new leadership and that we should pursue them because we are still missing a State Medicaid Agency position on the Council.
4. For Membership Recruitment, the Planning Council is planning an open house in Waterbury in November.
5. The Committee reviewed the Membership Application Process
 - a. There was a motion made to move two applicants forward. They need to attend one Committee meeting and one Planning Council meeting.

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b. There was a motion to move one application forward to the Planning Council. They have attended one Committee meeting and one Planning Council meeting.

For: 15-Browne, Jenkins, Kidder, Lyons, Moffet, Montogmery, Romanik, Stewart. Teel, Lee, Datcher, Sideleau, Kuerze, Reid, Cousar

Against: None

Abstain: 1-Leach

Not Present: None

c. There was a motion to move another application forward to the Planning Council. They have attended one Committee meeting and one Planning Council meeting.

For: 15-Browne, Jenkins, Kidder, Lyons, Moffet, Montogmery, Romanik, Stewart. Teel, Lee, Datcher, Sideleau, Kuerze, Reid, Cousar

Against: None

Abstain: 1-Leach

Not Present: None

6. The Committee reviewed this year's Planning Council Attendance. Anyone who has missed either 3 committee meetings or 3 Planning Council meetings has been contacted or an attempt has been made to contact them.

7. Tom Butcher and Gail Glenn reported on last year's final expenditures. They also reported where the Ryan White Office is with contracts for this fiscal year.

8. The Committee discussed the Planning Council Training. The Grantee will be presenting on the Cycle of Funds and Allocation of Funds. The Planning Council training will come from the Executive Committee for future meetings.

9. The next Membership/Finance meeting is Thursday, May 3rd from Noon to 2 p.m. at The Greek Olive.

b. STRATEGIC PLANNING & ASSESSMENT

Roberta Stewart presented 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 work activities assigned to the Committee.

2. SPA reviewed the status of the Comprehensive Strategic Plan for 2012-2015. Discussion occurred about goal number 5, which is to reduce the current estimated unmet need, and goal number 6, which is to reduce the current estimated unaware. It was suggested to have these goals put in SMART format. SPA discussed about how the Planning Council coordinates their efforts with other parts of Ryan White, private providers, prevention programs, substance abuse programs, and other health organizations. The Comprehensive Strategic Plan will be updated and sent out to Planning Council members to review before May's meetings.

3. The Committee discussed proposed changes to the By-Laws. The Committee discussed proposed changes to the Planning Council Agenda but decided it was best to leave it as is. The Committee looked at the eligibility requirements to becoming a member of the Planning Council. This was discussed at last month's meeting and will be part of the revisions made to the By-Laws that are going to be voted on today. Roberta went over the proposed changes to the By-Laws. Roberta made a motion to approve the proposed changes to the By-Laws.

Discussion: Ken Teel wanted to remind the Planning Council that any conflict of interest a Council member would have is displayed on the sign-in sheet.

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Favor: 15- Browne, Cousar, Datcher, Jenkins, Kidder, Kuerze, Lyons, Moffet, Montgomery, Reid, Romanik, Sideleau, Stewart, Teel, Lee

Oppose: None

Abstain: 1- Leach

Not Present: None

4. SPA's next meeting is on Thursday, May 3rd from 2 p.m. to 4 p.m. at The Greek Olive.

c. QUALITY IMPROVEMENT

Brian Kuerze presented the following Quality Improvement Committee report:

1. Deferred approval of Core funded Standards of Care until review of Support Services Standards on May 4th.

a. Discussion about Early Intervention Services (EIS) Standard occurred with plans to obtain more information, time and points of integration/collaboration with other funding services at the EIS Summit to be held on Thursday, April 19, 2012 (from HIV Prevention & CRCS)

2. Approved QI Goals for the 2012-2015 Comprehensive Strategic Plan. There was a motion made to approve the Quality Improvement related Goals in the 2012-2015 Comprehensive Strategic Plan (10/16 or 63% of objectives). This was discussed in context of the 2012 Care Goals and National HIV/AIDS Strategy (NHAS) goals. This will be voted on at the May 11th Planning Council meeting.

(7.0) Grantee's Office Reports

Tom Butcher and Gail Glenn presented the following

- The EMA spent 99.85 % of funds this year
- There are three regions whose contracts are going through the city department right now. They are Region 3-Bridgeport, Region 4-Stamford/Norwalk, and Region 5=Danbury.
- Payments to the regions are expected to come out in the first half of May
- The Ryan White Office is checking that all budgets are appropriate and add up. There are 30 contractors within the 5 regions.
- Tom Hickey will be presenting a two series workshop from the middle of April to the middle of May. The workshop will be about program income and other fiscal standards and -review the grantees budget with the contractors. This workshop is open to providers.
- There will be an EIS (Early Intervention Services) Summit on April 19th from 11:30 a.m. to 2:30 p.m. at The Greek Olive in New Haven, Connecticut. Tom Butcher wants each region to prepare a presentation showing the history and directions of their EIS program and discussing current challenges that they are facing.
- Tom Butcher is meeting with contractors during the month of April to revise Scope of Works and improve performance measures.

(8.0) New/Old Business – Tom Butcher of the Grantee's office gave a presentation on the Cycle of Ryan White Funds. He explained actions throughout the year by the Planning Council, QI site visits, surveys, and service utilization data. He then explained how this information is used to determine the priority setting and resource allocation and then become information used for the Part A Grant application.

(9.0) Public Comment –Bob Sideleau mentioned that as a result of a person's interactions with the Planning Council and the New Haven Consortium a new committee was formed called the 'Consumer Committee of New Haven Care Continuum'. This person came to the Planning Council with an issue a few months ago. This meeting is on the first Monday of the month from Noon to 2 p.m.

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Clara Ramos mentioned that she had helped a consumer who brought up an issue a few months ago at a Planning Council meeting. She commented that sometimes it only takes a few extra phone calls to get consumer issues resolved.

(10.0) Announcements

1. Bob Sideleau mentioned that on May 9th there is a quality training for consumers at the Fair Haven Community Health Center. This is the second part of the training but you can still attend even if you didn't attend Part One. If other regions want this training provided, please call Bob Sideleau. Consumers get a \$20 dollar gift card for completing the training
2. Ray Ruiz Jr. mentioned that AIDS awareness day is on April 26th at the state capitol. You can speak with politicians about issues affecting the HIV/AIDS community
3. Bob Sideleau mentioned that there is an AIDS walk in New Haven on Sunday, April 15th. It costs \$15 dollars to register and it raises money - for New Haven's AIDS organizations. Senator Blumenthal will be speaking at this event.

(11.0) Planning Council Feedback – Planning Council feedback forms were distributed, with all turned in following completion.

(12.0) Adjournment - The meeting adjourned at 1:07 p.m.

Planning Council Committee Meetings

- MF – Thursday, May 3, Noon-2 p.m. (New Haven)
- SPA – Thursday, May 3, 2 p.m. – 4 p.m. (New Haven)
- QI – Friday, May 4, Noon-2 p.m. (New Haven)
- Executive – Friday, May 11, 10:30 a.m. to 11:30 a.m. (Bridgeport)
- Planning Council – Friday, May 11, Noon to 2 p.m. (Bridgeport)

Attendance Record – 2012

	Council Member	1/13	2/10	3/9	4/13	5/11	7/13	8/10	9/14	10/12	11/9	12/14
1.	Ric Browne	Y	Y	Y	Y							
2.	Kenneth Cousar	NP	NP	NP	Y							
3.	Michael Contreras	Y	NP	NP	NP							
4.	Brian Datcher	Y	NP	Y	Y							
5.	Adaline DeMarrais	Y	NP	Y	NP							
6.	Heidi Jenkins	Y	Y	Y	Y							
7.	Tom Kidder	Y	Y	Y	Y							
8.	Brian Kuerze	Y	Y	NP	Y							
9.	<i>Beverly Leach PC Co-Chair</i>	Y	Y	Y	Y							
10.	Andrew Lyons	NP	Y	Y	Y							
11.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y	NP	NP							
12.	Caesar Moffett, Jr.	Y	Y	Y	Y							
13.	Ken Teel	Y	Y	Y	Y							
14.	Joanne Montgomery Co-Chair	Y	Y	Y	Y							
15.	Cedric Reid	Y	Y	NP	Y							
16.	Christine Romanik	Y	Y	Y	Y							
17.	Ronald Lee	-	-	-	Y							
18.	Robert Sideleau	Y	Y	Y	Y							

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19.	Roberta Stewart Co-Chair	Y	Y	Y	Y							
20.	Dennis Torres	Y	Y	Y	NP							
	Ryan White Office	Y	Y	Y	Y							
	Planning Council Staff	Y	Y	Y	Y							
	% of Council present:	85%	75%	74%	80%							
Guests: Ray Reinaldo Ruiz Jr., Alex Ortiz, David Cuozzo, Adam Humphry, Clara Ramos , Gabrielle Rosa, Cam Crosby,												