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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, August 9, 2013  
**Start Time:** 12:10pm  
**End Time:** 1:26 pm  
**Location:** The Burrough's Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Jeff Daniel

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**Summary of Committee Business Votes**

- Approval of Minutes from the July 19, 2013 meeting minutes

**(1.0) Moment of Silence**

Beverly Leach called the meeting to order at 12:10 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Roberta welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

**(3.0) Co-Chair Announcements**

- Alex Ortiz has been appointed the new co-chair of the Membership/Finance Committee
- Meeting times have changed: All committee meetings will be held on the 1<sup>st</sup> Thursday of each month. SPA will be from 10:00am – 12:00pm, QI will be from 12:00pm – 2:00pm, and M/F will be from 2:00pm – 4:00pm. Executive Committee and Planning Council meetings will remain the same.
- Attendance has become an issue of concern. Committees have not been able to hold votes due to lack of a quorum. Beverly stressed the importance of committee meeting attendance.
- Planning Council is in need of new members. Beverly urged all attendees to reach out to their community groups and providers.

**(4.0) Parking Lot Issues**

There are none

**(5.0) Public Comment**

There were no comments made

**(6.0) Approval of July 19, 2013 Meeting Minutes**

A motion to approve the minutes was made by Joanne Montgomery and seconded by Caesar Moffett.



**For: (6)** – Browne, Moffett, Montgomery, Ortiz, Romanik, Stewart  
**Against: (0)**  
**Abstain: (4)** – Garofalo, Kuerze, Leach, Teel

## **(7.0) Planning Council Committee Reports**

### **a. MEMBERSHIP/FINANCE**

Caesar Moffett gave the following Membership/Finance Committee report:

- The minutes from July 11, 2013 were reviewed and approved.
- The committee is still looking for a new co-chair. Roberta summarized the events that have taken place to date in this process. There are (2) interested Planning Council members. This top will be discussed at the Executive Committee meeting next week. The Executive Committee appointed Alex Ortiz as the new co-chair.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.
- The topic of ‘Assist in the Assessment of the Administrative Agency’ was discussed and the Grantee will have their summary ready in September.
- Jeff presented the ‘Expenditures by Service Category’ for the 1<sup>st</sup> quarter. This contract period was for a 6 months and the total of all expenditures are right on track at approximately 50%.
- The Planning Council Feedback form was reviewed and the overall feedback was good.
- 7. The committee reviewed the attendance and all attendance was found to be accurate.
- 8. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and everything is good.
- The committee discussed a potential time change for the Membership/Finance meeting. Membership/Finance will recommend moving its meeting to 2:00pm-3:00pm on the 1<sup>st</sup> Thursday of each month. This will be discussed at the Executive Committee meeting.
- The next meeting will be held on Thursday, September 5, 2013 at the Burrough’s Community Center from 2:00pm-4:00pm if the Executive Committee approves this change.

### **B. STRATEGIC PLANNING & ASSESSMENT**

Joanne Montgomery gave the following Strategic Planning & Assessment report:

- The minutes from July 11, 2013 were reviewed and approved.
- A discussion took place regarding changing the meeting time. There were (2) scenarios presented. Having the meeting from 10:00am-12:00pm or having the meeting from 12:00pm-2:00pm. This will be talked about during the Executive Committee meeting next week.
- The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that the committee was on track based on the work activities assigned.





*Beverly Leach & Roberta Stewart, Co-Chairs*

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9<sup>th</sup> and will require a 1<sup>st</sup> and 2<sup>nd</sup> motion with discussion. VOTE: To accept the following special populations:

- African American
- Aged (50 years of age or older)
- Heterosexual
- Latino/a
- IDU
- MSM

A motion was made by Ric Browne and seconded by Brian Kuerze to accept the defined special populations listed above.

**For: (9)** – Browne, Garofalo, Kidder, Kuerze, Moffett, Montgomery, Ortiz, Romanik, Stewart

**Against: (0)**

**Abstain: (2)** – Leach, Teel

- Kyle also reviewed the Clinical Quality Improvement Section (Section 7 of the Grant). It's only 5 points but data from QI and Site Visits heavily populates Section 1. Demonstrated Need (34 points) and Section 2. Early Identification of HIV/AIDS in those Unaware or EIIHAA (33 points) for total of 72/100 points.
- Parking Lot Item: Can this committee receive a report regarding how many agencies per region were required to receive technical support, what type of TA was needed and did it occur. There was a great deal of discussion about this topic. Another parking lot item is regarding staff: Could staff have an evaluation (anonymous) that they ask providers to fill out regarding their experience during the site visit preferably online.
- Ken expressed his deep regret that he will be unable to continue in his role on the QI committee as co-chair. He will try to stay on until another co-chair is found.
- The next meeting will be held on Thursday, September 5, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm if this meeting time is approved.

**(8.0) Grantee's Office Reports**

Tom Butcher, Program Director, gave the following report:

- Tom compiled the service utilization information and resource allocation information that was requested and has given this information to Jeff to use when working on the resource allocation process.
- The Assessment of the Administrative Mechanism was received by the Grantee from Planning Council Staff and they have gone through all the data and these spreadsheets will be sent to Jeff to be reviewed by the Executive Committee in September.
- Contract amendments are being worked on since the existing contracts are set to expire on August 31<sup>st</sup> and these need to be amended.



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- When the partial award was received, there were conditions sent in the form of reports that were needed from the Grantee. These reports are being worked on.
- The application guidance – rfp’s should be coming to the Grantee approximately mid-August from the Federal Government. They will have 60 days to complete these and return them.

**(9.0) New/Old Business**

• **Planning Council Training**

During the summary of the Strategic Planning and Assessment meeting given by Joanne, she presented the overall process of how the committee determines the prior settings and all steps involved during the year.

**(10.0) Public Comment**

- No comments were made

**(11.0) Announcements**

- Bridgeport Aids Walk is being held on October 5<sup>th</sup>
- RNP Carlo Declemente will be speaking on September 27<sup>th</sup> – Joanne has more details
- RNP has many positions open – please see Joanne for more information
- Serenity House is at full capacity.

**(12.0) Planning Council Feedback**

- Beverly asked all participants to complete the Planning Council Feedback forms and return them to Jeff.

**(13.0) Adjournment** - The meeting adjourned at 1:26pm

**Planning Council Committee Meetings –**

- SPA –Thursday, October 3<sup>rd</sup>, 10:00am – 12:00pm
- QI –Thursday, October 3<sup>rd</sup>, 12:00pm – 2:00pm
- MF – Thursday, October 3<sup>rd</sup>, 2:00pm – 4:00pm
- Executive Committee – Friday, October 11<sup>th</sup>, 10:30am – 11:30am
- Planning Council- Friday, October 11<sup>th</sup>, 12:00pm – 2:00pm

**Ryan White EMA Planning Council**  
*New Haven and Fairfield Counties*



*Beverly Leach & Roberta Stewart, Co-Chairs*

**Attendance Record – 2013**

	<b>Council Member</b>	Jan	Feb	Mar	April	May	July	Aug	Sep	Oct	Nov
1.	Ric Browne	X	X	A	X	X	X	X			
2.	Kenneth Cousar	A	A	A	X	X	X	A			
3.	Brian Datcher <b>Co-Chair (QI)</b>	X	X	X	X	X	X	A			
4.	Heather Garofalo	-	-	X	X	X	A	X			
5.	Heidi Jenkins <b>Co-Chair (SPA)</b>	X	X	X	X	A	X	A			
6.	Tom Kidder	X	X	A	A	X	X	X			
7.	Brian Kuerze	X	X	X	X	X	A	X			
8.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	X	X	A	X			
9.	Ronald Lee	X	X	X	X	A	X	A			
10.	Caesar Moffett, Jr. <b>Co-Chair (MF)</b>	X	X	X	X	A	X	X			
11.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	A	A	A	X	X			
12.	Alex Ortiz	X	X	X	X	X	X	X			
13.	Christine Romanik	X	A	X	X	X	X	X			
14.	Poonam Sharma	-	-	-	-	-	A	A			
15.	Robert Sideleau	X	A	A	A	X	X	A			
16.	Roberta Stewart <b>PC Co-Chair</b>	A	A	X	X	X	X	X			
17.	Ken Teel <b>Co-Chair (QI)</b>	X	X	X	X	X	A	X			
18.	Dennis Torres	X	X	A	X	X	X	A			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	75%	60%	52%	71%	67%	72%	61%			

Guests: Cam Crosby, Jamel Farmer, Sylvia Mitchell, Lauren Tierney, Tracey Williams