



Tom Kidder & Leif Mitchell, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday July 9th, 2010

Start Time: 12:07 pm

End Time: 1:09 pm

Location: Burroughs Community Center, Bridgeport

Presiding Chair: Leif Mitchell

Recorder: Jeananne Cappetta, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 6/11/10

(1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:07. 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) Conflict of Interest Introductions

Leif explained to all in attendance the importance of the Council members to state their conflicts of interest. By doing so makes the voting process transparent to everyone.

(3.0) Welcome, Overview, Meeting Objectives

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). He welcomed all members and asked council members and guests to introduce themselves and state any affiliation.

Co-Chair Announcements:

- A conference call with Karen Mercer, Northeastern regional Branch Chief, HRSA regarding the EMA's unaware strategies and the intentions of the EMA to use MAI funding in the future took place. A status as to the decisions made by the EMA was presented. Future guidance regarding will be
- The EMA has been invited to join the CT HIV/AIDS Identification and Referral Task Force (CHAIR).
- A special committee was held on June 30th to review models for the funding year 2011 MAI program.

(4.0) Public Comment

No comments were made.

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the Friday, June 11th, 2010 minutes for accuracy.

(5.2) Roberta Stewart motioned to approve the minutes. Joanne Montgomery 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

(6.1) Membership Finance Committee

Robert Sideleau gave the following Membership/Finance Committee report:

- Reviewed the committee's Planning Council Activity Timeline (PCAT)

The committee is on target based on the activities listed in the PCAT which include continuing to develop the Administrative Mechanisms.



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- Reviewed the Planning Council “reflectiveness grid”.

New applicants have joined the committee which has helped to improve meeting targeted categories. Particularly in the Male and African American populations.

The Council, however, continues to seek Males, Latinos, African Americans and non-conflicted Persons Living with HIV/AIDS (PLWHA).

§ Non-conflicted means individuals who don't work for or sit on a Board of a PART A Funded agency.

- The committee reviewed the results of the feedback forms from the first Consumer Forum held June 10th in Stamford. The feedback was excellent!

The committee also reviewed and discussed the results summary of the “dot” exercise that took place during the forum. This information will also be shared with the SPA committee for future use in priority setting.

All of the results of this forum will be shared with the Lead Agency of the Region for future trainings and discussions.

- Committee reviewed one new membership application. This application was submitted as a result of last month's consumer forum.
- Committee also discussed a current PC members' application (Charlotte Burch) for renewal. Applicant has met committee requirements and the application will be forwarded to the Council for approval.
- Reviewed Administrative Assessment requirements from HRSA. The process of the Administrative Assessment is to develop the Administrative mechanisms tool which is done by M/F committee then staff is to collect the data and then the results are reported to the Executive Committee.

The tool presented was a compilation of the HRSA requirements and other EMA's tools but designed to meet the needs of the New Haven EMA. These requirements were discussed and used to expand and/or enhance applicable questions.

Prior to the voting of the membership application of Charlotte Burch, several Planning Council members spoke in favor of Charlotte and her dedication to the Council and the HIV community.

The committee voted in favor of accepting the application.

(Please see attached voting sheet detail for all Planning Council votes)

(6.2) Strategic Planning & Assessment Committee

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for June. There were no significant issues that required additional discussion.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)

The MAI guidance was completed in June, therefore the Committee is ahead of schedule. A special committee was held to review options for FY2011 MAI funding and was a great success. The motion developed as a result of the committees' work is as follows:

Use FY 2011 MAI funding for Early Intervention Services for an Unaware Specialist in each region to coordinate a multi-disciplinary team to go out into the community to identify people of color who don't know their positive and link them to care.

- Reviewed and identified the data sources that can be used for Priority Setting for FY2011. Requests for data from DPH will be made. A meeting will be held on Thursday, July 22 from 9-11 am at the Greek Olive in New Haven to set the FY2011 priorities.
- Reviewed the current 2010 service category definitions for categories that are currently prioritized and funded.



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(6.3) Quality Improvement Committee

Charlotte Burch provided the following report:

- The Committee met on July 2nd.
- Reviewed the committee's Planning Council Activity Timeline (PCAT)
For this month the committee is on target to review the 2009 Quality Management plan and develop the 2010 Plan.
- The committee began extensive review and discussion of the 2010 Quality Management Plan. The committee will continue to review the document and provide input during the next month so that at the next committee meeting a final Plan can be presented.
- The next Quality Improvement Committee is scheduled for Friday, September 3.

(7.0) New/Old Business

a. Council Training

As part of an effort to provide ongoing training regarding the roles and purpose of the Council, each month a training component will be presented. Tom Kidder presented an overview of changes in the State regarding the participation in a new federal Medicaid program. This program is available to low income single adults. The program will shift clients from SAGA (State Administered General Assistance) to Title 19 (Medicaid) and will have a direct impact Ryan White funded programs. A formal presentation by Denise Jackson from DSS will take place in a future Council meeting

(8.0) Public Comment

No comments were made.

(9.0) Grantee Report

Gail Glenn reported that four of the five Regions have been contracted and the fifth region will be contracted by next week.

The Ryan White Office completed and submitted all of the conditions of awards as mandated by HRSA for all recipients of Ryan White grant awards. There are multiple Conditions' of Awards due by June 30, including the progress report that the Council's input has been sought.

The MAI RFP is currently online and is due on August 3, 2010. The funding period will be from August 1, 2010 – February 28, 2011 and will be available for the following four service categories: Medical case Management, Mental Health, Substance Abuse and Outpatient Ambulatory Medical Care.

(10.0) Announcements

- On August 5th there will be a fundraiser for client emergency funds at the Boston Market from 4-10pm.
- There is a new test for HIV to test at an earlier time for the P24 antigen may help to get clients earlier access to care.
- A new rapid test that will test for the Hep C antibodies has been approved by the FDA

(11.0) Planning Council Survey Completion

All members and guests are encouraged to complete this survey.

(12.0) Adjournment

Tom Kidder 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 1:09 pm.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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¹Planning Council Meeting Attendance Record

	Council Member	1/8	3/12	4/9	5/14	6/11	7/9	8/13	9/10	10/8	11/19	12/10
1.	Ric Browne	●	●	●	●	●	●					
2.	Charlotte Burch	●	●	●	●	●	●					
3.	Brian Datcher	●			●	●						
4.	Adaline DeMarrais	●	●	●		●	●					
5.	Thomas Kidder	●	●	●	●	●	●					
6.	Beverly Leach	●	●	●	●	●	●					
7.	Ronald Lee						●					
8.	Jennifer Loschiavo	●	●	●	●	●	●					
9.	Leif Mitchell	●		●		●	●					
10.	Caesar Moffett, Jr.											
11.	Krystle Moore	●	●				●					
12.	Joanne Montgomery	●	●	●			●					
13.	Clara Ramos	●	●	●			●					
14.	Christine Romanik		●	●		●	●					
15.	Robert Sideleau	●		●	●	●	●					
16.	Roberta Stewart	●	●	●	●	●	●					
17.	Dennis Torres		●	●	●	●						
18.	Richard Coover (As of 4/1)				●	●						
	Ryan White Office	●	●	●	●	●	●					
	Planning Council Staff	●	●	●	●	●	●					
	% of Council present:	87%	80%	94%	63%	81%	78%					

Guests: Ken Teel, Cam Crosby, Bruce Pratt, Diana Casey, E. Benedett, Gabrielle Rosa

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	June Minutes	Membership Application Charlotte Burch
Ric Browne	Y	Y
Charlotte Burch	Y	Y
Brian Datcher	NP	NP
Adaline DeMarrais	Y	Y
Thomas Kidder	AB	AB
Beverly Leach	Y	Y
Ronald Lee	AB	
Jennifer Loschiavo	Y	Y
Leif Mitchell	Y	Y
Caesar Moffett, Jr.	NP	NP
Krystle Moore	AB	Y
Joanne Montgomery	AB	Y
Clara Ramos	AB	Y
Christine Romanik	Y	Y
Robert Sideleau	Y	Y
Roberta Stewart	Y	Y
Dennis Torres	NP	NP
Richard Coover	NP	NP

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