



Tom Kidder & Leif Mitchell, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday August 13th, 2010

Start Time: 12:02 pm

End Time: 1:26 pm

Location: The Greek olive, New Haven

Presiding Chair: Leif Mitchell

Recorder: Jeananne Cappetta, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 7/9/10

(1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:02. 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:

- Leif reminded everyone that it is critical for all members and guests to sign in order for their attendance to be accurately recorded.
- Leif also reviewed the attendance policy for committee members. Because of missed meetings two Council members had to be recently dismissed but are able to reapply to the Council. As a result review of the policy and discussion took place.
- There was no monthly call with the HRSA Project Officer but is expecting to have a face to face meeting with her at the All Grantee Meeting in Washington later this month.
- A technical assistance call with Nashville Part A program and Harold Phillips, HRSA Consultant, regarding Early Intervention Services (EIS) took place earlier this month. The call included feedback on how Nashville uses EIS in their Part A program.
- The CHAIRS taskforce met last week and members of the Council including the Ryan White office attended this meeting and will continue to participate on behalf of the Council and Part A.

(4.0) Public Comment

A member of the public asked where they can send individuals for payment plans for security deposits. Various members of the Council and guests offered resources including programs like HOPWA.

(5.0) Approval of Meeting Minutes



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(5.1) Members reviewed the Friday, July 9th, 2010 minutes for accuracy.

(5.2) Joanne Montgomery motioned to approve the minutes. Charlotte Burch 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

Adeline DeMarrais gave the following Membership/Finance Committee report:

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

The committee continues to be on target based for the activities listed in the PCAT.

- Reviewed the Planning Council "reflectiveness grid".

The reflectiveness has not changed from July, however, there have been new applicants applying to the Council this month which can change this in coming months.

The Council 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 discussed the format for the next Consumer Forum to be held September 9th at Waterbury Hospital
- The committee also reviewed current Council members' attendance and actions steps regarding members not meeting the attendance requirements.

(6.2) Strategic Planning & Assessment Committee

Joanne Montgomery gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for July. There were no significant issues that required additional action, however, there were a few comments regarding timeliness of meetings. Council members need to be more mindful of being on time and for the meetings to begin closer to the scheduled time.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)

The committee is on target with the PCAT, has identified priorities and is in the process of conducting allocating resources for 2011.

- Priority Setting Resource Allocation (PSRA) Process: The SPA committee held a special meeting on July 22 to identify priorities for funding year 2010. Discussion took place on the process used to identify the priorities as well as the 75/25% mandate for Core and Support Services.

Joanne brought the motion to the Council to accept the Funding Year 2011-12 priorities identified by the SPA committee. *(Please see attached voting sheet detail for all Planning Council votes)*

Ryan White EMA Planning Council

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(6.3) Quality Improvement Committee

Charlotte Burch indicated that there was no meeting in August. The next meeting is scheduled for Friday, September 3, 2010 at the Greek Olive Restaurant in New Haven from 12-2 pm.

(7.0) New/Old Business

There was no new/old business discussion or comments.

(8.0) Public Comment

There were no comments at this time.

(9.0) Grantee Report

Tom Butcher gave the Grantee report. Site visits for quality management and program are currently being conducted throughout the EMA.

The Request for Proposals (RFPs) for Minority AIDS Initiative (MAI) funding for FY10 were released and all applications have been received. Unfortunately not all service categories in all five of the Regions were applied for and will require an additional release of an RFP for services.

(10.0) Announcements

- The Recovery Network is looking for staff for the new detox program in Bridgeport. Especially needed are RN's, counselors and counselors aides.
- AIN will be holding a youth presentation for peers and will include a skit on HIV
- On September 25 from 12-1:30, Evergreen will hold a community forum with Pat Quigley as a speaker. There will be free lunch and the event will be held at the First Baptist Church on West/Washington Ave.
- Free furniture is available via a voucher/referral from a case manager from Collaborative Furniture.
- DSS is currently changing policy for DSSI claiming HIV is no longer a qualifying disability. More information to be researched and reported to Council.
- SAGA will be issuing new cards with new ID#'s for LIA (Low Income Adults)

(11.0) Planning Council Survey Completion

All members and guests are encouraged to complete this survey.

(12.0) Adjournment

Leif 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 1:26 pm.

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 | ● | ● | ● | ● | ● | ● | ● | | | | |

¹ Note: Council Members must not miss more than four Council meetings per year regardless of reason.

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|-----|----------------------------|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|
| 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% | 81% | | | | |

Guests: Ken Teel, Cam Crosby, E. Benedett, Gabrielle Rosa, Kenneth McCoy, Brian Kuerze, Kathy Shanahan, Lisa Green, Ric Browne, Shelita Warren

Planning Council Meeting Voting Record

| Council Member | August Minutes | FY 2011-12 Priorities |
|---------------------|----------------|-----------------------|
| Charlotte Burch | Y | Y |
| Brian Datcher | AB | Y |
| Adaline DeMarrais | Y | Y |
| Thomas Kidder | Y | Y |
| Beverly Leach | Y | Y |
| Ronald Lee | NP | NP |
| Jennifer Loschiavo | Y | Y |
| Leif Mitchell | AB | AB |
| Caesar Moffett, Jr. | NP | Y |
| Krystle Moore | Y | Y |
| Joanne Montgomery | Y | Y |
| Clara Ramos | Y | Y |
| Christine Romanik | Y | Y |
| Robert Sideleau | NP | NP |
| Roberta Stewart | Y | Y |
| Dennis Torres | NP | NP |

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