



Tom Kidder & Leif Mitchell, Co-Chairs

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## Planning Council Meeting Minutes

**Meeting Date:** Friday October 15, 2010

**Start Time:** 12:00 pm

**End Time:** 1:08pm

**Location:** Greek Olive Restaurant, New Haven

**Presiding Chair:** Leif Mitchell

**Recorder:** Jeananne Cappetta, Collaborative Research Staff

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### Summary of Council Business Votes

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

#### (1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:00. 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 Mitchell 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.
- The monthly conference call with the HRSA Project Officer has been postponed until next week because of the preparation of the FY 2011-12 grant application.
- The Quality Improvement Committee is in need of a second co-chair. Currently there is one co-chair and the committee is seeking any member who is interested in fulfilling this role. The committee will make a recommendation after their December meeting and will present this person to the Executive Committee for discussion.

#### (4.0) Public Comment

There were no comments at this time.

#### (5.0) Approval of Meeting Minutes

(5.1) Members reviewed the Friday, September 10th, 2010 minutes for accuracy.

(5.2) Joanne Montgomery motioned to approve the minutes. Robert Sideleau 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)
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The committee continues to be on target based for the activities listed in the PCAT.

- Reviewed the Planning Council “reflectiveness grid”.  
The reflectiveness has changed from September.  
With the addition of some new members the Council is now on target for non conflicted members and has met a 50/50 target of HIV positive and negative members.  
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 reviewed one membership application that was received at the last Consumer Forum.
- The committee reviewed and updated the current membership application.
- The committee reviewed the feedback and dot exercise data from the Consumer Forum held on September 9<sup>th</sup> at Waterbury Hospital.
- The committee decided to hold the next Community Forum on December 9, 2010 at GBAP in Bridgeport- time to be finalized.
- The committee reviewed the current Planning Council co-chair nomination process, reviewed/updated the co-chair application and identified potential eligible members. Applications were handed out to the eligible members and are due by December 1.
- One membership applications of an applicant was brought forward to the Council. This applicant has fulfilled the attendance requirement and has been approved by the membership committee. Prior to the voting of the membership application Brian Kuerze, several Planning Council members spoke in favor of them and their commitment the HIV community.

The committee voted in favor of accepting the application for Brian Kuerze. *(Please see attached voting sheet detail for all Planning Council votes)*

- The committee reviewed the potential MAI carryover dollars that the EMA is eligible to apply for.  
The committee makes the following recommendation to the Planning Council for approval: *The MAI carry over dollars of \$39,874 be applied for and allocated to substance abuse inpatient during FY2010.*  
The committee voted in favor of the carryover MAI dollars for substance abuse inpatient.  
*(Please see attached voting sheet detail for all Planning Council votes)*

## **(6.2) Strategic Planning & Assessment Committee**

Joanne Montgomery conducted an overview of the FY 2011 Directives to the Council and guests. This overview training was to educate members and guests on what the directives are, why they are needed by Planning Council and Ryan White staff, and their impact on Ryan White programs and services delivered through the New Haven EMA.

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for September. There were no significant issues that required additional action.
- Reviewed the Committee’s Planning Council Activity Timeline (PCAT)  
The committee is on target with the PCAT.



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- The committee discussed and reviewed the EIHA (Early Identification of Individuals with HIV/AIDS-Unaware) strategies and actions for the Funding Year 2011 Part A grant application.
- The committee reviewed the 2011 directives and identified components for the new Early Identification Services (EIS) service category.  
Roberta presented to the Planning Council the proposed 2011 Directives to be approved.  
The committee voted in favor of the 2011 Directives.  
*(Please see attached voting sheet detail for all Planning Council votes)*  
The approved 2011 Directives will be posted on the Ryan White website.

### **(6.3) Quality Improvement Committee**

Charlotte Burch gave the following report:

- The Committee is on target with the PCAT.
- The Committee finished reviewing and updating the Quality Management Plan.
- The Committee began discussing plan for developing new Standards of Care for Early Intervention Services (EIS)
- Data from the 2010 Quality Management site visits is expected to be presented during the December meeting.
- The Committee discussed procedure for selecting a new co-chair for the committee and who would be eligible to perform this function

### **(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 provided today's Grantee report and announced that the FY2011-12 grant application has been completed. Tom thanked the committees and the Planning Council for all of their assistance and hard work in participating in completing sections of the application through their work such as the PSRA process, EIHA discussions and development and Quality Management.

Since the FY2010 \$3,000 MAI dollars were not bided on during the last two RFP processes they will be not be put out to bid again. The lack of response to these dollars will allow for the dollars to be applied to existing AOMC contracts for the remaining 2010 grant year.

The 2010 Quality Management site visit reports should be finalized and ready to be presented in December.

Tom also thanked the Council for approving the MAI carryover request that will be submitted next week to HRSA.

### **(10.0) Announcements**

- There will be a workshop entitled: Clinical Supervision Intensive October 25, 26 & 27 at the CCB office, 100 South Turnpike Road, Suite C, Wallingford
- The Homeless Prevention Program has assisted over 800 people to stay out of shelters in the last year.

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## (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 1:08 pm.

## <sup>1</sup>Planning Council Meeting Attendance Record

|     | Council Member             | 1/8 | 3/12 | 4/9 | 5/14 | 6/11 | 7/9 | 8/13 | 9/10 | 10/15 | 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. | Ken Teel                   |     |      |     |      |      |     |      |      | ●     |       |       |
| 12. | Kenneth McCoy              |     |      |     |      |      |     |      |      | ●     |       |       |
| 13. | Krystle Moore              | ●   | ●    | ●   |      |      | ●   | ●    | ●    | ●     |       |       |
| 14. | Joanne Montgomery          | ●   | ●    | ●   |      |      | ●   | ●    | ●    | ●     |       |       |
| 15. | Clara Ramos                | ●   | ●    | ●   |      |      | ●   | ●    | ●    | ●     |       |       |
| 16. | Christine Romanik          |     | ●    | ●   |      | ●    | ●   | ●    | ●    | ●     |       |       |
| 17. | Robert Sideleau            | ●   |      | ●   | ●    | ●    | ●   |      | ●    | ●     |       |       |
| 18. | Roberta Stewart            | ●   | ●    | ●   | ●    | ●    | ●   | ●    | ●    | ●     |       |       |
| 19. | Dennis Torres              |     | ●    | ●   | ●    | ●    |     |      | ●    | ●     |       |       |
| 20. | Richard Coover (As of 4/1) |     |      |     | ●    | ●    |     |      |      |       |       |       |
|     | Ryan White Office          | ●   | ●    | ●   | ●    | ●    | ●   | ●    | ●    | ●     |       |       |
|     | Planning Council Staff     | ●   | ●    | ●   | ●    | ●    | ●   | ●    | ●    | ●     |       |       |
|     | % of Council present:      | 87% | 80%  | 94% | 63%  | 81%  | 78% | 81%  | 100% | 100%  |       |       |

Guests: Cam Crosby, Brian Kuerze, Ric Browne, Melanie Johnson, Jennifer Levine

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

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## Planning Council Meeting Voting Record

| Council Member      | September Minutes | Membership Application: Brian Kuerze | MAI Carry Over | FY2011 Directives |
|---------------------|-------------------|--------------------------------------|----------------|-------------------|
| Charlotte Burch     | Y                 | Y                                    | Y              | Y                 |
| Brian Datcher       | N                 | Y                                    | Y              | Y                 |
| Adaline DeMarrais   | NP                | NP                                   | NP             | NP                |
| Thomas Kidder       | Y                 | Y                                    | Y              | Y                 |
| Beverly Leach       | Y                 | Y                                    | Y              | Y                 |
| Ronald Lee          | Y                 | Y                                    | Y              | Y                 |
| Jennifer Loschiavo  | Y                 | Y                                    | A              | Y                 |
| Kenneth McCoy       | A                 | Y                                    | Y              | Y                 |
| Leif Mitchell       | A                 | A                                    | A              | A                 |
| Caesar Moffett, Jr. | Y                 | Y                                    | Y              | Y                 |
| Krystle Moore       | Y                 | Y                                    | Y              | Y                 |
| Joanne Montgomery   | Y                 | Y                                    | A              | Y                 |
| Clara Ramos         | Y                 | Y                                    | Y              | Y                 |
| Christine Romanik   | Y                 | Y                                    | Y              | Y                 |
| Robert Sideleau     | Y                 | Y                                    | Y              | Y                 |
| Roberta Stewart     | Y                 | Y                                    | Y              | Y                 |
| Ken Teel            | A                 | Y                                    | Y              | Y                 |
| Dennis Torres       | Y                 | Y                                    | Y              | Y                 |

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