



Tom Kidder & Leif Mitchell, Co-Chairs

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## Planning Council Meeting Minutes

**Meeting Date:** Friday, December 10<sup>th</sup>, 2010

**Start Time:** 12:10 pm

**End Time:** 1:50pm

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

**Presiding Chair:** Leif Mitchell

**Recorder:** Trish Wampler, Collaborative Research Staff

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### Summary of Council Business Votes

Vote on: Minutes from Planning Council on 11/19/10

Vote on: Co-Chair Application

### (1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:10. 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 briefly during their introductions, which makes the voting process transparent to everyone. Leif then introduced everyone to Brian Kuerze, and announced that he had been approved as the Co-Chair for the QI Committee.

### (3.0) Welcome, Overview, Meeting Objectives, Council Training

Leif welcomed everyone and also expressed wishes for a happy holiday. He then told the group that this was to be Tom Kidder's final meeting as Co-Chair, and wanted to publicly thank him for his service.

### Co-Chair Announcements:

Tom Kidder thanked the entire council for their cooperation during his tenure, and he noted he was especially grateful to Tom Butcher, the grantee, for working so smoothly with the council and improving the lives of those in the New Haven community afflicted with HIV/AIDS. Tom also thanked the support staff, with a special mention to Collaborative Research and Jeff Daniel, in particular.

### (4.0) Public Comment

None.

### (5.0) Approval of Meeting Minutes

(5.1) Members reviewed the Friday, November 19<sup>th</sup>, 2010 minutes for accuracy.

(5.2) Joanne Montgomery motioned to approve the minutes. Bob 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

Bob Sideleau 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.



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- Reviewed the Planning Council “reflectiveness grid”. 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, African Americans and Hispanic/Latinos, as well as more consumers and a Medicaid representative. § Non-conflicted means individuals who don’t work for or sit on a Board of a PART A Funded agency.
- The committee has finalized the revision of the application for membership, with Bob handed out, and noted that it had been posted to the website.
- Two membership applications are in the review stage.
- Approximately 38 consumers attended the Consumer Forum on Thursday, December 9 in Bridgeport, and at least two applications for membership were received. The forum also was used to solicit consumer feedback about the kinds of services those with HIV/AIDS felt that they most needed in order to stay healthy. There are two additional forums scheduled.
- Beverly Leach was the only application received for Planning Council Co –Chair. Leif opened the floor to discussion of Beverly’s qualifications, and there were many positive comments about Beverly’s skills and experience from around the room.
- The council then voted on Beverly’s nomination for co-chair, and they unanimously approved that it be forwarded to the mayor for approval.

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

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for November. Very positive feedback regarding the Partner Notification training given by Heidi Jenkins.
- Reviewed the Committee’s Planning Council Activity Timeline (PCAT). The committee is on target with the PCAT.
- The committee began reviewing the By Laws for 2011 and will continue reviewing through December.
- The SPA committee revisited 2011 Service Category definitions, and asked the Planning Council to approve the definitions.
- Joanne Montgomery motioned that the council accept the new Service Category definitions, and the motion passed unanimously.
- The committee continues to review the council By-Laws. They added that Council Membership is limited to two members per agency. They also resequenced the agenda to:
  1. (7) Grantee’s Report
  2. (8) New/Old Business
  3. (9) Public Comment
- They also suggested that Council Training be listed as an agenda item.
- The committee plans to research Robert’s Rules to decide what counts as attendance (late arrival/early departure/present for votes, etc.)
- Next SPA meeting is in New Haven on Jan. 6, from 2 – 4 pm.

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

Charlotte Burch reported that the QI committee will be meeting in January and February in order to meet the minimum of six meetings per year, and that beginning in 2011, the QI committee will meet monthly.

Brian Kuerze was again announced as the new co-chair.



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Discussion followed about the needs of QI, and how it works with everything else that the Planning Council does.

**(7.0) New/Old Business**

Dennis brought up a question about the quandary when applying for funding concerning salaries. He asked if we should be looking at a model where income is derived from new positions that might help offset the cost involved with the services provided.

Tom Butcher noted that he felt that this was more of a Grantee/Contract/Services Committee issue. He offered to follow up on it, and report back to the Executive Committee.

Dennis also noted that funding would be tight this year, and that at best, 2010 levels would continue, but increases would be very hard to come by.

**(8.0) Public Comment**

There were no comments at this time.

**(9.0) Grantee Report**

Tom Butcher gave the following report:

- Terry McCann is the new HRSAA Project Officer. The current Project Officer's final day is December 10<sup>th</sup>.
- Gayle is to follow up with Latrice, the outgoing PO, for the carry-over/MAI funds.
- Tom discussed the upcoming RFP. He stated that the level of complexity, given EIS and the "openness" regarding its definition, will make things difficult this year. He expects the RFP to be out later in December, and wants it returned in early February.
- Decisions will be made by March 1.
- Tom discussed the implications of the bidding process, and the possibility of disruption of services for clients if bidding not done correctly or not communicated completely. He wants to avoid any service disruption, if at all possible.
- He asked that all committees project out for next year/PCAT for 2011. Jeff Daniel from Collaborative Research will be available to help all committees with their budgeting. The QI committee should work with Tracy Kulik, and Tom Butcher.
- Committees should have this as an agenda item for their January meetings, and discuss with Tom in February so that all is ready to go on March 1.

**(10.0) Training**

Jeff Daniel gave a Powerpoint presentation about the purpose of the Planning Council, and the roles and responsibilities of the various members and committees. This presentation also showed how the Planning Council works with the Grantee's office. It was well received, and the handout Jeff gave explains things in greater detail.

**(11.0) Announcements**

- Bob Sideleau mentioned that the Mayor's Task Force on AIDS would meet Dec. 14<sup>th</sup>, from 12-1pm.

**(12.0) Planning Council Survey Completion**

All members and guests are encouraged to complete this survey.

**(13.0) Adjournment**

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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 1:50 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.	Charlotte Burch	●	●	●	●	●	●	●	●	●	●	●
2.	Adaline DeMarrais	●	●	●		●	●	●	●	●	●	
3.	Thomas Kidder	●	●	●	●	●	●	●	●	●	●	●
4.	Brian Kuerze	●									●	●
5.	Beverly Leach	●	●	●	●	●	●	●	●	●	●	●
6.	Ronald Lee	●					●		●	●	●	
7.	Jennifer Loschiavo	●	●	●	●	●	●	●	●	●	●	
8.	Leif Mitchell	●		●		●	●	●	●	●		●
9.	Caesar Moffett, Jr.	●						●	●	●		●
10.	Ken Teel	●								●	●	●
11.	Kenneth McCoy	●									●	●
12.	Krystle Moore	●	●	●			●	●	●	●	●	
13.	Joanne Montgomery	●	●	●			●	●	●	●	●	●
14.	Clara Ramos	●	●	●			●	●	●	●	●	
15.	Christine Romanik		●	●		●	●	●	●	●	●	
16.	Robert Sideleau	●		●	●	●	●		●	●		●
17.	Roberta Stewart	●	●	●	●	●	●	●	●	●	●	●
18.	Dennis Torres		●	●	●	●			●	●	●	●
19.	Gabrielle Rosa	●									●	
	Ryan White Office	●	●	●	●	●	●	●	●	●		●
	Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●
	% of Council present:	87%	80%	94%	63%	81%	78%	81%	100%	100%	83%	72%

<sup>1</sup> 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	November Minutes	Leach Co-Chair	2011 Service Category Definitions
1	Charlotte Burch	Y	Y	Y
2	Adaline DeMarrais	NP	NP	NP
3	Thomas Kidder	Y	Y	Y
4	Brian Kuerze	Y	Y	Y
5	Beverly Leach	Y	Y	Y
6	Ronald Lee	NP	NP	NP
7	Jennifer Loschiavo	NP	NP	NP
8	Kenneth McCoy	NP	NP	NP
9	Leif Mitchell	AB	Y	Y
10	Caesar Moffett, Jr.	AB	Y	Y
11	Krystle Moore	NP	NP	NP
12	Joanne Montgomery	Y	Y	Y
13	Clara Ramos	NP	NP	NP
14	Christine Romanik	NP	NP	NP
15	Robert Sideleau	AB	Y	Y
16	Roberta Stewart	Y	Y	Y
17	Ken Teel	Y	Y	Y
18	Dennis Torres	Y	Y	Y
19	Gabrielle Rosa	NP	NP	NP

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