

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Joanne Montgomery & Roberta Stewart, Co-Chairs

Strategic Planning & Assessment Committee

Meeting Minutes

Meeting Date: Thursday, December 2nd, 2010
Start Time: 2:00 pm
End Time: 3:50 pm
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Joanne Montgomery
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Committee meeting minutes from November 4th, 2010
- Approval of Fiscal Year 2011 Service Category Definitions

Council Member Assignments

- Attend committee and Planning Council meetings per the Council's By-Laws

PC Staff Assignments

- Research Robert's Rules of Order for Attendance requirement (when is a member counted present?)
- Prepare Council Feedback Forms for PC meeting
- Prepare Service Category Definitions for review and approval by Planning Council

Attendance Record – 2010

Committee Members	1/7	2/4	3/4	4/1	5/6	6/3	7/1	7/22	8/5	9/2	10/7	11/4	12/2
Adaline DeMarrais	•					•	•	•		•			
Beverly Leach	•	•	•	•		•	•	•	•	•	•	•	•
Caesar Moffett, Jr.							•						
Charlotte Burch		•		•	•	•	•	•	•	•	•	•	
Brian Kuerze													•
Christine Romanik					•			•	•				
Clara Ramos	•	•	•	•	•	•	•			•	•	•	
Gabrielle Rosa													
Dennis Torres	•	•	•	•	•	•	•	•	•	•	•		•
Jennifer Loschiavo	•	•	•	•	•	•	•	•	•	•	•		•
Joanne Montgomery (Co-Chair)	•	•		•	•	•	•	•			•	•	•
Ken Teel													
Kenneth McCoy												•	•
Krystle Moore	•	•	•	•	•	•	•		•	•	•	•	•
Leif Mitchell (Council Co-Chair)	•	•	•	•	•	•	•	•	•	•		•	•
Robert Sideleau	•	•	•	•	•	•	•	•	•	•	•	•	•
Roberta Stewart (Co-Chair)	•	•	•		•	•	•	•	•	•		•	•
Ronald Lee									•		•		
Tom Kidder (Council Co-Chair)	•	•	•	•	•	•	•	•	•	•	•	•	•
Other Attendees													
Ryan White Office	•	•	•	•	•	•	•	•	•	•	•	•	•
Planning Council Staff	•	•	•	•	•	•	•	•	•	•	•	•	•
Other Participants		Brian Datcher											

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(1.0) Moment of Silence

The meeting was called to order by Joanne Montgomery at 2:00 pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introductions

Joanne welcomed everyone and advised them that it is a public meeting, and to be wise in sharing information. Meeting attendees introduced themselves.

(3.0) Co-Chair Announcements

There were no co-chair announcements today. Joanne reviewed today's agenda with the committee.

(4.0) Approval of Committee meeting minutes:

Joanne asked everyone to review the minutes from November 4th, 2010 meeting.

MOTION TO APPROVE 11/4 MINUTES: 1ST ROBERT SIDELEAU; 2ND: TOM KIDDER

DISCUSSION: BRIAN KUERZE INDICATED HIS NAME WAS MISSPELLED IN THE ATTENDANCE RECORD.

For: Leach, McCoy, Moore, Mitchell, Sideleau, Kidder, Stewart

Against: None

Abstentions: Kuerze, Loschiavo, Torres, Montgomery

(5.0) New/Old Business

(5.a.) Review PC Feedback from October Meeting

The committee reviewed the feedback from the November Planning Council meeting. The responses overall looked very good and no issues need to be addressed. Several survey respondents mentioned how informative the Partner Notification Services training was.

(5.b.) Review SPA Planning Council Activity Timeline (PCAT)

The PCAT was reviewed with the committee. Certain activities such as Directives; By Laws and the Statewide Needs Assessment are ahead of schedule based on the committee's PCAT.

(5.c) EIIHA (Early Identification of Individuals with HIV/AIDS-Unaware) strategies, review, discussion and action—due to the necessity to finalize the FY 2011 Service Category definitions, EIIHA strategies were not discussed.

(5.d) Review and Finalize FY 2011 Service Category Definitions

The committee reviewed and finalized the FY 2011 Service Category Definitions. Joanne Montgomery explained to the committee the purpose of Service Category definitions and the EMA typically "tightens up" the service category definitions issued by HRSA. Tom Butcher explained to the committee the difference between Core and Non-Core Service Categories. The Committee reviewed the Service Category definitions and made the following changes: 1) Deleted Outreach Services. This category is no longer prioritized or funded for FY 2011. Outreach activities will now be done by Early Intervention Services. 2) Medical Nutrition Therapy and Psychosocial Support Services have been deleted as the categories are no longer prioritized or funded for FY 2011. 3) Early Intervention Services (EIS): the committee had a lengthy discussion concerning Early Intervention Services. The EIS definition must contain the four components identified by HRSA which are: 1. HIV Testing. 2. Referral Services 3. Health Literacy/Health Education 4. Access and Linkage to care. Roberta Stewart commented that in some ways, EIS looks a lot like transitional case management. Bob Sideleau commented that the EIS service category should not duplicate current medical case management services and that the goal of the EIS program was to identify people and get them into care. The committee decided to align the EIS service category definition with the EMA's FY 2011 Directives to the Ryan White Office. The proposed EIS definition will be: **Early Intervention Services** provided through Unaware Specialists shall be available in each region to coordinate a multi-disciplinary team to identify people of color and others who don't know they are HIV+ and link them to care. The Ryan White Office will develop the EMA's EIS program in

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accordance with HRSA's four required programmatic components (1. HIV Testing. 2. Referral Services 3. Health Literacy/Health Education 4. Access and Linkage to care).

MOTION TO APPROVE THE FY 2011 SERVICE CATEGORY DEFINITIONS: 1ST ROBERT SIDELEAU; 2ND: KRISTLE MOORE

For: Kuerze, Loschiavo, Torres, Leach, McCoy, Moore, Mitchell, Sideleau, Kidder, Stewart

Against: None

Abstentions: Stewart

Not Present: Montgomery

(5.e) FY 2011 By Law Review (Continue)

The committee continued the review of the Council's By-Laws: 1) Added the following statement: Council membership is limited to two representatives from any organization. 2) Re-sequenced the Planning Council agenda to the following:

1. Moment of Silence
2. Conflict of interest introductions
3. Welcome, Overview, Meeting Objectives and Co-Chair Announcements
4. Public Comment
5. Approval of Meeting Minutes
6. Planning Council Committee Updates
7. Grantee's (Ryan White Office) Report
8. New/Old Business
9. Council Training
10. Public Comment
11. Announcements
12. Planning Council Feedback
13. Adjournment

The Committee added Co-Chair Announcements on the Planning Council agenda. The Committee felt it important to add "Council Training" as a standing agenda item based on the positive feedback received in the Planning Council surveys. Additionally, the Committee elected to move the Grantee's report closer to Council Committee Updates. Finally, the Committee renamed "Planning Council Process Check In" to "Planning Council Feedback."

It was noted by Roberta Stewart that some consumers might feel uneasy if they don't have titles after their introduction during the Conflict of Interest introductions of the Planning Council agenda. Tom Butcher suggested the Membership/Finance committee look into how we introduce ourselves at Planning Council meetings as to now have consumers feel intimidated if they don't have a long list of things after their name. Staff will research Robert's Rules of Order with regard to attendance and when a member is counted as present or absent.

(6.0) Announcements

- None

(7.0) Adjournment

The meeting was adjourned at 3:50 p.m.