

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, March 11th, 2011

Start Time: Noon

End Time: 1:10 p.m.

Location: Burroughs Community Center, Bridgeport, CT

Presiding Chair: Beverly Leach

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 2/18/11

Vote on: Membership Applications

(1.0) Moment of Silence

Co-Chair Beverly Leach called the meeting to order at 12 pm. She led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

(2.0) Introductions

Beverly explained to all in attendance the importance of the Council members to state "conflicts as listed on the sign in sheet". By doing so makes the voting process transparent to everyone.

(3.0) Welcome, Overview, Meeting Objectives and Co-Chair Announcements

Beverly asked everyone to silence electronic devices. She 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:

- Meeting with Mayor DeStefano on Monday, March 7th at 10 a.m. attended by Leif, Tom and myself
- HRSA Project Officer call on Wednesday, March 9th at 3 p.m. attended by Tom and myself

(4.0) Public Comment

None

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the February 18th, 2011 minutes for accuracy.

(5.2) Bob Sideleau motioned to approve the minutes and Christine Romanik 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.a) Membership Finance Committee

Bob Sideleau gave the following Membership/Finance Committee report:

- Reviewed Membership/Finance PCAT
 - Committee is on track based on the FY 2011 PCAT
 - Reviewed Planning Council Feedback
 - New responsibility for M/F: February Feedback was good. One comment about having only one Council Co-Chair. Remind everyone that Leif and Beverly switch off
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- Reviewed Planning Council Reflectiveness
 - PC's target for men has improved. Still need Hispanics and non-aligned consumer. Although we will be above target based on two members' work affiliations changing
- Review Planning Council Attendance
- Membership Recruitment and Retention Plans
 - De-Brief Community Info Session #4 (New Haven). Extensive discussion about the lack of consumer (and provider) participation at CIS #4. Bob will bring "poor results" to next New Haven Care Continuum meeting
 - Discuss Community Info Session #5 (Danbury)
 - Final CIS scheduled for Thursday 4/14 after Executive Committee meeting (also to be held in Danbury at APGD). Time: Noon to 1:30 p.m.
- Reviewed of Membership Applications
 - Moved two applications forward to the Council based on applicants meeting attendance requirement: Dennis Torres and Heidi Jenkins
- Develop Recruitment plan to maintain EMA's epidemic reflectiveness
 - Discussed three options: 1) focusing on Hispanic Unidos 2) Region 5 and 3) Bridgeport agencies (Adaline)
- Motion to move Dennis Torres's membership application forward to the Planning Council for consideration was made by Bob, does not require a second (*Please see attached voting sheet detail for all Planning Council votes*). Several members spoke of Dennis's commitment to the Council and his contributions over the years. His role on the CAEAR Coalition provides the Council with valuable information and insight.
- Motion to move Heidi Jenkins' membership application forward to the Planning Council for consideration was made by Bob, does not require a second. (*Please see attached voting sheet detail for all Planning Council votes*). Several members spoke of their excitement to have Heidi join the Council.
- Next meeting will be Thursday, April 7th at Burroughs Community Center in Bridgeport from noon to 2 p.m.

(6.b) Strategic Planning & Assessment Committee

Roberta Stewart gave the following Strategic Planning & Assessment Committee report:

- Review Planning Council Activity Timeline (PCAT)
 - Committee is on track based on FY 2011's PCAT
- Reviewed status of the EMA's 9 EIIHA strategies. Most are in process with several completed
- Needs Assessment Activity
 - Discussed the process to conduct an Out of Care (no CD4, Viral Load or ART w/l the past 6-12 months) Needs Assessment to inform FY 2010 PSRA. Due to partial grant award, timing of OOC NA will be determined once the RWO receives the full award. MIGHT NOT occur if the EMA receives a cut in funding. The QI committee requested SPA to formulate their data request so QI can have data to include in the FY 2012 PSRA process.
- Next meeting will be Thursday, April 7th from 2-4 p.m. at the Burroughs Community Center in Bridgeport

(6.c) Quality Improvement Committee

Brian Kuerze gave the following Quality Improvement Committee report:

- Operating under 2011 PCAT for QIC
 - Informed QIC that the 'Division of Labor' for Co-Chairs is:
 - a. Brian – facilitate each meeting and present business proceedings to Exec & PC with
 - b. Charlotte – head Consumer involvement/ recruitment function)
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- i. At M/F Consumer Forums throughout EMA
 - ii. At QIC meetings, to involve, shepherd and help new consumer attendees in orienting to business, discussion
 - iii. For both, to have a Frequently Asked Questions page of role of consumer in QIC
- Spent the majority of the expanded session hearing presentations/overviews from the 5 Regions/ Lead Agencies about their approach to Early Intervention Services
 - a. Themes, Approaches to be disseminated by Staff this week to attendees
 - b. Draft Standard of Care to be reviewed and voted on for Pilot Use by Agencies in April QIC meeting
 - Next meeting will be Friday, April 8th from noon to 2 p.m. at Burroughs Community Center in Bridgeport

(7.0) Grantee Report

Gail Glenn reported:

- Notified the Council that the EMA has received a partial grant award representing 50% of FY 2010's Formula funding (\$2,773,000)
- Based on the partial grant awards, the Ryan White Office is putting together 6 month scopes of work for contractors
- Award letters were sent on 3/4 with paperwork due back on 3/18

(8.0) New/Old Business

- Dennis Torres led the Council in overview and explanation of Congressional Continuing Resolution (CR). He described what a CR is, how it impacts federal funds and its impact to Ryan White Funding and Ryan White clients.

(9.0) Public Comment

- None

(10.0) Announcements

- None

(11.0) Planning Council Feedback

All members and guests are encouraged to complete this survey.

(12.0) Adjournment

Beverly 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 1:10 p.m.

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¹Planning Council Meeting Attendance Record-2011

	Council Member	1/14	2/18	3/11	4/15	5/13	6/10	7/15	8/12	9/9	10/14	11/11	12/9
1.	Ric Browne			X									
2.	Charlotte Burch	A	X	X									
3.	Brian Datcher		X	A									
4.	Adaline DeMarrais	X	A	X									
5.	Thomas Kidder			X									
6.	Heidi Jenkins												
7.	Brian Kuerze	X	X	X									
8.	Beverly Leach PC Co-Chair	X	X	X									
9.	Ronald Lee	X	X	A									
10.	Jennifer Loschiavo	X	X	X									
11.	Leif Mitchell PC Co-Chair	X	X	A									
12.	Caesar Moffett, Jr.	X	X	X									
13.	Ken Teel	X	X	X									
14.	Kenneth McCoy	A	A	A									
15.	Krystle Moore	X	X	X									
16.	Joanne Montgomery	X	A	X									
17.	Clara Ramos	A	X	X									
18.	Christine Romanik	X	X	X									
19.	Gabrielle Rosa	X	X	X									
20.	Robert Sideleau	X	A	X									
21.	Roberta Stewart	X	X	X									
22.	Dennis Torres	X	X	X									
	Ryan White Office	X	X	X									
	Planning Council Staff	X	X	X									
	% of Council present:	84%	79%	81%									

Guests: C. Miller, Cam Crosby, Heidi Jenkins, Lakeisha Green

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	February Minutes	Torres Application	Jenkins Application
1.	Ric Browne	AB	Y	Y
2.	Charlotte Burch	Y	Y	Y
3.	Brian Datcher	NP	NP	NP
4.	Adaline DeMarrais	AB	Y	Y
5.	Heidi Jenkins			
6.	Thomas Kidder	AB	Y	Y
7.	Brian Kuerze	Y	Y	Y
8.	<i>Beverly Leach PC Co-Chair</i>	AB	Y	Y
9.	Ronald Lee	NP	NP	NP
10.	Jennifer Loschiavo	Y	Y	Y
11.	<i>Leif Mitchell PC Co-Chair</i>	NP	NP	NP
12.	Caesar Moffett, Jr.	Y	Y	Y
13.	Ken Teel	Y	Y	Y
14.	Kenneth McCoy	NP	NP	NP
15.	Krystle Moore	Y	Y	Y
16.	Joanne Montgomery	AB	Y	Y
17.	Clara Ramos	Y	Y	Y
18.	Christine Romanik	Y	Y	Y
19.	Gabrielle Rosa	Y	Y	Y
20.	Robert Sideleau	AB	Y	Y
21.	Roberta Stewart	Y	Y	Y
22.	Dennis Torres	Y	Y	Y

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