



Leif Mitchell & Beverly Leach, Co-Chairs

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, August 12<sup>th</sup>, 2011

**Start Time:** 12:03 p.m.

**End Time:** 1:22 p.m.

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

**Presiding Chair:** Beverly Leach

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

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**Summary of Council Business Votes**

Vote on:

1. Minutes from Planning Council on 07/15<sup>th</sup>
2. Membership Application-Lyons
3. 2012 Service Category Definitions

**(1.0) Moment of Silence**

Co-Chair Beverly Leach called the meeting to order at 12:03 p.m. 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**

Council members introduced themselves by stating town they are from and if they hold a leadership position on the Council.

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

There were no Co-Chair announcements.

**(4.0) Public Comment**

- None

**(5.0) Approval of Meeting Minutes**

(5.1) Members reviewed the July 15<sup>th</sup>, 2011 meeting minutes for accuracy.

(5.2) Adaline DeMarrais motioned to approve the minutes. Ric Browne 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**

Caesar Moffett Jr. gave the following Membership/Finance Committee report:

1. The Committee reviewed the Planning Council Activity Timeline. It was determined that M/F was on track based on the August work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from July. The feedback was very strong.
3. The Committee reviewed the Planning Council reflectiveness. The Council is at 32% non-conflicted consumer with a goal of 33%. The Council is still seeking a Medicaid representative as well as Hispanic; Male and non-conflicted consumers.
4. The Committee reviewed the Planning Council attendance. One member has missed four Planning Council meetings. Per the Council's By-Laws, on the fifth absence of either committee meetings or Planning



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Council meetings, the member is discharged from the Council. Several other Council members have three absences and they have been notified of the need to attend meetings.

5. The Committee reviewed one membership application. At this time, the M/F Committee made a motion to move Andrew Lyons' application to the Council for vote. This motion was approved unanimously. *Comes from committee and does not need a second. (Please see attached voting sheet detail for all Planning Council votes)*
6. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness.
  - a. The Community Forum held yesterday at Hispanos Unidos in Meriden was very successful, with 21 attendees plus council members. Six possible planning council members were identified, and Adaline DeMarrais will follow up with them to seek applications.
7. Next meeting is Thursday, September 1<sup>st</sup> from Noon to 2 p.m. at The Greek Olive in New Haven.

**(6.b) Strategic Planning & Assessment Committee**

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the July work activities assigned to the committee.
2. The Committee reviewed seven Core Services (Ambulatory Outpatient Medical Care, Early Intervention Services, Health Insurance Premium/Cost Sharing Assistance, Medical Case Management, Mental Health Services, Oral Health Services and Substance Abuse-Outpatient services) and five Support Services (Emergency Financial Assistance, Food Bank/Home Delivered Meals, Housing Assistance, Medical Transportation and Substance Abuse-Inpatient Services) definitions. The committee compared the EMA's current definition to HRSA's newly issued (April 2011) service category definitions. In most instances, the committee felt the HRSA definition was the better one and adopted HRSA's. The committee recommended using the previous EMA definitions for the following service categories: Substance Abuse Outpatient, Mental Health, Housing Assistance and Emergency Financial Assistance. Joanne passed out the new service category definitions to all council members. (see attached)
3. Joanne made a motion to adopt the service category definitions as drafted. Rick Browne noted during discussion that he would prefer that the housing definition was "tighter" since there were loopholes that could lead to abuse. The vote was carried with two abstentions and one opposition.
4. The Committee has decided to use 2009 epidemiology data, since the health department has not furnished updated data.
5. The Committee is waiting for final funding from HRSA to determine the Priority Setting/Resource Allocation tasks to be done by the committee.
6. The Committee has reviewed the EIHA strategies, and plans to see how they are working later this fall.
7. Next meeting is Thursday, September 1<sup>st</sup> from 2-4 p.m. at The Greek Olive in New Haven.

**(6.c) Quality Improvement Committee**

Brian Kuerze gave the following Quality Improvement report:

1. The QIM Committee is on target through August for their PCAT.
2. They noted that Tracy Kulik had done a review of the Continuous Quality Improvement section from grant application. Much of the data being gathered during this year's site visits will be critical, especially in regards to newly diagnosed.
3. The Committee discussed preliminary results from this year's site visits.
4. The Committee also discussed the status of HIV: HCV pod that started in July. More details will be available once the pod is finished and a protocol is decided.



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5. Questions came from the group about the new Hep C treatments as well as the results of the site visits. Heidi asked that the meeting where Tracy would present the findings be announced, as she would like to make sure she attends that meeting.
6. Next meeting is Friday, September 2<sup>nd</sup>, from Noon- 2 p.m. at The Greek Olive in New Haven.

**(7.0) Grantees' Report**

Tom Butcher reported:

1. The EMA received another Notice of Grant Award on August 11<sup>th</sup>, which the Project Officer then told him was incorrect. This is the fifth NOGA he has received that is incorrect.
2. Tom shared his frustration with the committee. He told the group that he would let them know as soon as the situation was remedied. He has communicated to HRSA that services for PLWHA is in sincere jeopardy. He further asked that people get in touch with their representatives in Congress to insure that action is taken immediately.
3. Gayle said that the fiscal site visits would be complete by August 17.

**(8.0) New/Old Business**

a. Leif clarified that CDC had updated 2009 epidemiology data; it is more current than what was used last year. He will forward this information to Jeff (from the state health department).

**(9.0) Public Comment**

- None

**(10.0) Announcements**

- Bridgeport August 20<sup>th</sup> AIDS walk; call Sara Nichols for additional information.
- Medicated Assisted treatment workshop on September 19<sup>th</sup> and 20<sup>th</sup>; call Joanne Montgomery for additional information.

**(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 1:22 p.m.

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## <sup>1</sup>Planning Council Meeting Attendance Record-2011

	<b>Council Member</b>	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	X	X	X	X	X				
2.	Charlotte Burch	A	X	X	X	X	X	A	X				
3.	Kenneth Cousar								X				
4.	Brian Datcher		X	A	X	A	A	X	X				
5.	Adaline DeMarrais	X	A	X	A	X	A	X	X				
6.	Thomas Kidder			X	X	X	X	X	X				
7.	Heidi Jenkins				X	X	X	X	X				
8.	Brian Kuerze	X	X	X	X	X	X	X	X				
9.	<b>Beverly Leach PC Co-Chair</b>	X	X	X	X	X	X	A	X				
10.	Ronald Lee	X	X	A	X	A	X	X	X				
11.	<b>Leif Mitchell PC Co-Chair</b>	X	X	A	X	X	X	X	X				
12.	Caesar Moffett, Jr.	X	X	X	X	X	X	A	X				
13.	Ken Teel	X	X	X	X	X	X	X	A				
14.	Kenneth McCoy	A	A	A	X	A	X	X	A				
15.	Krystle Moore	X	X	X	X	A	X	X	X				
16.	Joanne Montgomery	X	A	X	X	X	X	A	X				
17.	Clara Ramos	A	X	X	A	A	X	X	X				
18.	Christine Romanik	X	X	X	X	X	X	X	X				
19.	Gabrielle Rosa	X	X	X	X	A	X	A	X				
20.	Robert Sideleau	X	A	X	X	A	X	X	X				
21.	Roberta Stewart	X	X	X	X	X	X	X	X				
22.	Dennis Torres	X	X	X	X	A	X	X	X				
	Ryan White Office	X	X	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X	X	X				
	% of Council present:	84%	79%	81%	81%	60%	86%	73%					

Guests: Cam Crosby, Andre Caban, Juliet Taylor, Andrew Lyons, Cedric Reid, Sylvia Mitchell, Sara Nichols, Kenneth Curin, Jennifer Loschiavo

<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**

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

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