

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, September 9th, 2011

Start Time: 12:05 p.m.

End Time: 12:55 p.m.

Location: Burroughs Community Center, Bridgeport, CT

Presiding Chair: Leif Mitchell

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on:

1. August 12th, 2011 Planning Council Meeting Minutes
2. 2012 Resource Allocation

(1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:05 p.m. 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) 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

- a. Reviewed today's Agenda. Today, we will have two votes:
 - i. Minutes from last month's PC meeting
 - ii. 2012 Resource Allocation (coming out of SPA committee)
- b. Communication with HRSA Project Officer regarding Medicaid Rep. She suggested the Medicaid rep be allowed to participate via teleconference.
 - i. referred to SPA for By Law consideration
- c. Remind Council members not to "talk over" other members and wait until they are called on by the presiding Co-Chair

(4.0) Public Comment

- None

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the August 12th, 2011 meeting minutes for accuracy.

(5.2) Joanne Montgomery motioned to approve the minutes. Adaline DeMarrais 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

Adaline DeMarrais 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 July work activities assigned to the committee.
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2. The Committee reviewed the Planning Council feedback from August. The feedback was very good with the note that PC members need not talk “over one another”
3. The Committee reviewed the Planning Council reflectiveness. The Council is at 35% 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. The reflectiveness has become much more compliant with African Americans compliant and males coming closer to compliance. The Council is still seeking Hispanics, Males and Non-Conflicted consumers (HIV+ individuals who do not work for or sit on the board of a Part A funded agency)
4. The Committee reviewed the Planning Council attendance. One member has missed 4 Planning Council meetings. Per the Council’s By-Laws, on the fifth absence of either committee meetings or Planning 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. Last month’s attendance at committee meetings and Planning Council was excellent!
5. The Committee reviewed three membership applications. The applicants have been notified of their status.
6. The Committee discussed recruitment strategies to maintain the EMA’s reflectiveness
 - a. The Committee reviewed data from Community Forum #6 in Meriden. The overall feedback was very good. The Committee also reviewed the “dot exercise” from the Meriden Community Forum participants.
7. Finally, the Committee received a Grantee report from Tom Butcher
8. Next meeting is Thursday, October 4th, 2011 from noon to 2 p.m. at Burroughs in Bridgeport
9. Leif thanked the Membership/Finance Committee for their excellent work in getting the Planning Council to 35% non-conflicted consumer representation. The M/F committee received a round of applause from fellow Council members.

(6.b) Strategic Planning & Assessment Committee

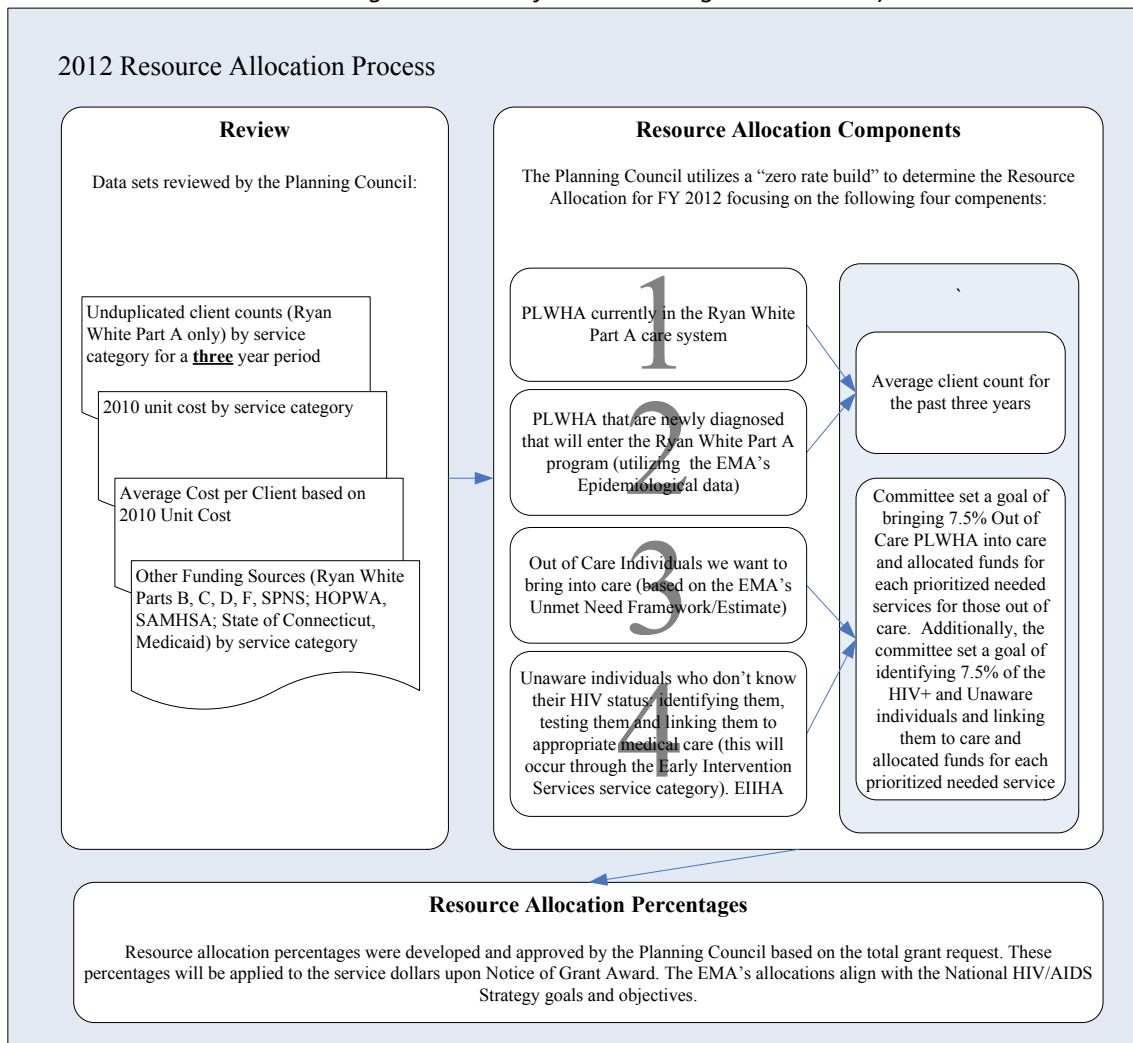
Roberta Stewart gave the following Strategic Planning & Assessment report:

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. Joanne Montgomery led the Council through the Resource Allocation process utilizing graphics prepared by staff. The Resource Allocation overview was the training topic for the Planning Council.
3. The Committee spent most of the meeting finalizing the FY 2012 Resource Allocation. The committee worked with staff on the Resource allocation workbook. The committee received the final FY 2011 amounts and compared those amounts and percentages to the FY 2012 amounts and percentages. The Committee took into account four components to arrive at the FY 2012 grant request:
 - a. Component 1 & 2: In Care + Increase based on Epi
 - b. Out of Care Into Care (7.5% of Out of Care Estimate=150 PLWHA)
 - c. Unaware linked to Care (7.5% of Unaware Estimate=50 Unaware PLWHA made aware and linked to care)
 - d. Used PMC as the denominator to project utilization for Components 3 & 4
 - e. The SPA committee makes a motion to approve the FY 2012 Resource Allocation in the amount of \$8,918,130 (*comes from committee and does not require a second*).
 - f. *Discussion:*
 1. Brian Datcher asked if Minority AIDS Initiative funding was “restricted” to Minority Agencies.
 2. Roberta Stewart told the Council that during Resource Allocation, SPA reviewed other funding sources in determining the FY 2012 grant request
 3. Leif Mitchell clarified that MAI will be added to Part A Formula and Supplemental funding



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4. Cedric Reid asked what was the definition of Out of Care (No CD4, Viral Load or HIV Medications within the past 12 months)
5. Roberta Stewart commented that part of the Early Intervention Strategies is to re-engage Out of Care PLWHA and return them to medical care
6. Ken Teel commented that Housing Opportunities for Persons with AIDS (HOPWA) funding is quite different than Ryan White funding. HOPWA is for ongoing rental subsidies. Ryan White funding provides for a one time emergency rental subsidy as well as housing specialists.
7. The question was called and the 2012 Resource Allocation was approved. *(Please see attached voting sheet detail for all Planning Council votes)*



4. The Committee did not have time to discuss the Early Intervention Service Model review.
5. The Committee did not have time to discuss the Early Identification of Individuals with HIV/AIDS (EIIHA) strategies.
6. The Committee will discuss the Needs Assessment activity at next month’s meeting now that the final FY 2011 Notice of Grant Award has been received.
7. Next meeting is Thursday, October 4th, from 2 to 4 p.m. at Burroughs in Bridgeport

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(6.c) Quality Improvement Committee

1. No report.
2. Next meeting is Friday, October 5th, 2011 from Noon to 2 p.m. at Burroughs in Bridgeport

(7.0) Grantee Report

Gail Glenn reported:

1. The EMA received the final Notice of Grant Award in the amount of \$7,196,050. The amount includes both MAI and Formula carryover requests.
2. Regional lead award letters were sent out on 9/8/11 and scopes of work are due back to the Ryan White Office by 9/23/11.

(8.0) New/Old Business

- None

(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

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 12:55 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	X	X	X	X	X	A			
2.	Charlotte Burch	A	X	X	X	X	X	A	X	X			
3.	Kenneth Cousar								X	X			
4.	Brian Datcher		X	A	X	A	A	X	X	X			
5.	Adaline DeMarrais	X	A	X	A	X	A	X	X	X			
6.	Thomas Kidder			X	X	X	X	X	X	X			
7.	Heidi Jenkins				X	X	X	X	X	X			
8.	Brian Kuerze	X	X	X	X	X	X	X	X	X			
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X	X	A	X	X			
10.	Ronald Lee	X	X	A	X	A	X	X	X	X			
11.	Andrew Lyons								X	X			
12.	<i>Leif Mitchell PC Co-Chair</i>	X	X	A	X	X	X	X	X	X			
13.	Caesar Moffett, Jr.	X	X	X	X	X	X	A	X	X			
14.	Ken Teel	X	X	X	X	X	X	X	A	X			
15.	Joanne Montgomery	X	A	X	X	X	X	A	X	X			
16.	Clara Ramos	A	X	X	A	A	X	X	X	X			
17.	Christine Romanik	X	X	X	X	X	X	X	X	X			
18.	Gabrielle Rosa	X	X	X	X	A	X	A	X	X			
19.	Robert Sideleau	X	A	X	X	A	X	X	X	X			
20.	Roberta Stewart	X	X	X	X	X	X	X	X	X			
21.	Dennis Torres	X	X	X	X	A	X	X	X	A			
	Ryan White Office	X	X	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X	X	X			
	% of Council present:	84%	79%	81%	81%	60%	86%	73%	95%	90%			

Guests: Cam Crosby, Andre Caban, Cedric Reid, Sylvia Mitchell, Juliet Taylor, Jennifer Loschiavo

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	August Minutes	2012 Resource Allocation
1.	Ric Browne	NP	NP
2.	Charlotte Burch	Y	Y
3.	Kenneth Cousar	Y	Y
4.	Brian Datcher	Y	Y
5.	Adaline DeMarrais	Y	Y
6.	Heidi Jenkins	Y	Y
7.	Tom Kidder	Y	Y
8.	Brian Kuerze	Y	Y
9.	<i>Beverly Leach PC Co-Chair</i>	Y	AB
10.	Ronald Lee	Y	NP
11.	Andrew Lyons	Y	Y
12.	<i>Leif Mitchell PC Co-Chair</i>	AB	AB
13.	Caesar Moffett, Jr.	Y	Y
14.	Ken Teel	AB	Y
15.	Joanne Montgomery	Y	Y
16.	Clara Ramos	NP	Y
17.	Christine Romanik	Y	Y
18.	Gabrielle Rosa	Y	Y
19.	Robert Sideleau	Y	Y
20.	Roberta Stewart	Y	AB
21.	Dennis Torres	NP	NP

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