



Leif Mitchell & Beverly Leach, Co-Chairs

---

### **Planning Council Meeting Minutes**

**Meeting Date:** Friday, November 18<sup>th</sup>, 2011

**Start Time:** 12:05PM

**End Time:** 1:36 PM

**Location:** Burroughs Community Center, Bridgeport

**Presiding Chair:** Leif Mitchell

**Recorder:** Jenice Contreras, Collaborative Research Staff

---

#### **Summary of Council Business Votes**

Vote on:

1. October 14<sup>th</sup>, 2011 Planning Council Meeting Minutes

#### **(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 who have passed on and who are still fighting the disease

#### **(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**

- QI Training will be presented. Cedric Reid was welcomed as a full member of Planning Council
- December and January meeting regular meeting business however intensive outreach, sharing work of the PC and the committees will take place at these meetings as PC Open Houses.
- The Membership & Finance and SPA meetings originally scheduled for December 1<sup>st</sup> are being rescheduled for December 8<sup>th</sup> due to the conflict with World AIDS Day activities. Location will be confirmed at a later date.
- Attendees were reminded to be mindful of reserving comments that may be offensive to other attendees

#### **(4.0) Public Comment-NONE**

#### **(5.0) Approval of Meeting Minutes**

(5.1) Members reviewed the October 14<sup>th</sup>, 2011 meeting minutes for accuracy.

(5.2) Christine Romanik motioned to approve the minutes. Rick Brown seconded the motion.

(5.3) The Council minutes were approved. *(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 November work activities assigned to the committee.
2. The Committee reviewed the Planning Council feedback from October. The feedback was very good. (Summation is attached to this email). Guest commented on that people need to be careful of what they say as it might be offensive to other participants. DISCUSSION by M/F: Have Council Co-Chairs bring this up during PC Co-Chair announcements. Also have Council Co-Chairs announce that the PC meeting is the



BUSINESS meeting of the Council. It's not an appropriate venue to discuss service related issues (housing for example)...those items need to be discussed at the regional care continuum meetings and during Council committee meetings. It is important that Consumers have the opportunity to bring items to the Council but it's also important for Consumers/guests to understand the limitations of the Council, especially during the monthly BUSINESS MEETING. We don't want consumers leaving the PC meeting dissatisfied but problem resolution occurs at the regional planning level---Roberta asked that "Public Comment" on the PC agenda be better defined by the Council Co-Chairs so that the Public understands it.

3. The Committee reviewed the Planning Council reflectiveness. The Council is at 36% non-conflicted consumer with a goal of 33%. The Council is still seeking at Medicaid representative as well as Hispanic; Male and non-conflicted consumers.
4. The Committee reviewed the Planning Council attendance. Several other Council members have three absences and they have been notified of the need to attend meetings.
5. The Committee discussed recruitment strategies to maintain the EMA's reflectiveness. At the December (New Haven) and January (Bridgeport) PC Meetings, the Council will use these meetings as recruitment sessions. Action items and owners:
  - a. List local care continuum meeting date/time/location for distribution at PC meeting (to encourage consumer involvement at the local planning level)--staff
  - b. Develop a Frequently Asked Question (FAQ) sheet about Council operations—staff
  - c. Invite consumers via Local Medical Case Managers; create a flyer for distribution—staff; New Haven: Andrew Lyons and Bob Sideleau
  - d. Bring applications (English and Spanish)—staff
  - e. Incentives—staff
  - f. Name tags—color coded with assigned PC leader to de-brief consumers after PC meeting (fill out feedback form and distribute incentive)--staff
  - g. Testimonials—December: Andrew Lyons and Beverly Leach (both agreed at the meeting to give a 3-5 min testimonial on why they joined the PC)
  - h. Finalize all. Discussion to place to ensure that the purpose of PC is clearly stated as business meetings. Expressing opinions or handling individual provider/services issues it is not a focal function of the PC.
6. Gail Glen gave a brief update on the status of contracts. Providers have been asked to submit their rapid reallocation request to the grantee office. Funds can be reallocated from core to core or supportive to core but must ensure the 75/15 split in core and supportive services.
7. Next meeting is Thursday, December 8th from Noon to 2 p.m. at Burroughs

**(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 November work activities assigned to the committee.
2. Early Intervention Services Model Review—will discuss after the EIS Summit, which is being held on 11/15 and sponsored by the Ryan White Office.
3. EIIHA strategies review, discussion, action and update (discussed in Comp. Plan section of agenda).
4. The Committee spent most of the meeting focusing on the Comprehensive Plan guidance issued by Health Resources Services Administration (HRSA). The Committee read the guidance and reviewed steps for data collection. The committee will spend the next five months working the Comp. Plan. In the Comp. Plan guidance has areas that include Early Intervention Services, Unaware strategies and needs assessment activities to inform the plan.
5. Needs Assessment Activity discussion (discussed in Comp. Plan section of agenda).



6. Next meeting is Thursday, December 1<sup>st</sup> from 2 to 4 p.m. at Burroughs in Bridgeport

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

Brian Kuerze gave the following Quality Improvement report: The committee met November 4<sup>th</sup>. Three types of measures SoC 98% Compliance, in care/out of care & HRSA HAB Measures. Guest speaker to discuss the CT cross part collaborative in looking at data from 2007-2011 and comparing chart abstracts to data reported on CareWare. TA for CareWare, development of Crib Sheets for data entry support. VA guest speaker presented on the HIV prevalence amongst the returning members of the military, prevalence being up to 1/3. It is estimated 3,000 members of the military will be returning to CT. This is good information for the EMA to be aware of in the event the outreach and care need to be provided to this population.

Next meeting Friday December 2<sup>nd</sup> at Burroughs.

**TRAINING**

**Chart audit findings on panel print out. 170 newly diagnosed (Jan-Aug 2011)**

- Timeline of newly diagnosed by year across the five regions
- Location (type of setting) of HIV Test for all newly diagnosed
- Need understanding/breakdown by region. Data distributed to all sites that participated in the process.
- Data should be shared. Helpful to come back to provide more in-depth. Breakdown by region. ER late to care data if any? CIPHER/ Is that the appropriate title? High level /risk category
- Heterosexual instead of HRH since we do not calculate the HR
- Integrate cultural competency

**(7.0) Grantee's (Ryan White Office) Report**

Tom Butcher gave the following Grantee's report:

- EIS Summit was a success. Five region EIS Staff and administration, representatives from DPH unit and Part B. Approximately 40 participants. Region activities varied from start up to ongoing implementation. Delay starts were related to the delayed funding issues faced this program year. Looked at models and innovative approaches to EIS throughout the EMA.
- Gail provided an update on contract status for the five regions. Budget revision deadline is November 30<sup>th</sup>.

**(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 1:36 PM.

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

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

Guests: Cam Crosby; Andre Caban; Tom Goldring

<sup>1</sup> Note: Council Members must not miss more than four Council meetings per year regardless of reason.



Leif Mitchell & Beverly Leach, Co-Chairs

**Planning Council Meeting Voting Record**

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

Y= YES    N=NO    AB=ABST

a ENTION    NP=NOT PRESENT