

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, February 15, 2013
Start Time: 12:01pm
End Time: 1:38 pm
Location: The Burrough's Community Center
Presiding Chair: Leif Mitchell
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 11, 2013 meeting minutes

(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:01 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Leif welcomed everyone and requested that all Planning Council and guests introduce themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(3.0) Co-Chair Announcements

- Leif's term is ending in July and he explained the process to apply to the co-chair position for Planning Council.
- The Executive Committee will be meeting at 11:00am in March.
- Sera Morgan, the new project officer will be coming to sit in on our April meetings
- Leif asked that if you are going to absent from a committee or Planning Council meeting, to please let the co-chairs know.
- The attendance policy was reviewed due to the cancelled QI meeting. All Planning Council members will receive an "E" for committee meetings attendance.

(4.0) Parking Lot Issues

- Staff will follow up on a request for Core Medical Services Waiver and the 3 questions they will ask.
- SPA – Why are we looking at other ways to analyze the allocation of funds? What is 'broken' that needs to be fixed currently? Are there unmet needs?

(5.0) Public Comment

There were no comments

(6.0) Approval of January 11, 2013 Meeting Minutes

A motion to approve the minutes was made by Ken Teel and seconded by Ronald Lee.

For: (12) – Ric Browne, Tom Kidder, Andrew Lyons, Alex Ortiz, Ken Teel, Caesar Moffett Jr., Brian Datcher, Ronald Lee, Joanne Montgomery, Dennis Torres, Heidi Jenkins, Brian Kuerze

Against: - none

Abstain: (1) – Leif Mitchell



Leif Mitchell & Beverly Leach, Co-Chairs

(7.0) Planning Council Committee Reports

a. MEMBERSHIP/FINANCE

Caesar Moffett gave the following Membership/Finance Committee report:

1. The minutes from January were reviewed and approved.
2. The committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that M/F was on track based on the work activities assigned to the committee.
3. A new membership application for Planning Council was approved to be moved to Planning Council for a final vote.
4. The Planning Council Feedback form was reviewed and the overall feedback was very good.
5. The committee reviewed the attendance and all attendance was found to be accurate.
6. The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and we are still having trouble filling the Medicaid position. We will reach out to Joanne who mentioned approaching some individuals who may be interested.
7. The grantee reported the budget for the 3rd quarter which runs from September to November and Ryan White is doing very well with approximately 75% of all funds spent.
8. The next meeting will be held on Thursday, March 7, 2013 at the Burrough's Community Center from 12:00pm – 2:00pm.

Caesar Moffett made a motion that Heather Garofalo be approved for membership to the Planning Council. This motion came from the Membership/Finance committee therefore a 2nd is not needed.

For: (12) – Ric Browne, Tom Kidder, Andrew Lyons, Alex Ortiz, Ken Teel, Caesar Moffett Jr., Brian Datcher, Ronald Lee, Joanne Montgomery, Dennis Torres, Heidi Jenkins, Brian Kuerze

Against: - none

Abstain: (1) – Leif Mitchell

b. STRATEGIC PLANNING & ASSESSMENT

Joanne Montgomery gave the following Strategic Planning & Assessment report:

1. The minutes from January were reviewed and approved.
2. The Committee reviewed the Planning Council Activity Timeline (PCAT). It was determined that SPA was on track based on the work activities assigned to the Committee
3. A FY2013 PRSA Debriefing was presented by Jeff. Several options were discussed as to how the allocation of funds between the regions is analyzed. Topics such as how to set up and use CAREWare more effectively to help in this process, using surveillance units for CD4 and VL reporting and geomapping which would allow the VL burden to be identified throughout the regions. Overall, there is an effort to update the decision making process to make sure people are getting funding in the region where they are receiving care vs. the region where they were diagnosed.
4. The 2 new needs assessments were discussed:
 - Previously Incarcerated and Recently Released Individuals within the last 2 years
 - MSM Youth age 24 and under.A CAREWare report was presented identifying what regions are serving individuals in these 2 groups.



Leif Mitchell & Beverly Leach, Co-Chairs

5. The next SPA meeting will be held on March 7, 2013 from 2:00pm – 4:00pm.

c. QUALITY IMPROVEMENT

The Quality Improvement Committee meeting was cancelled due to inclement weather.

(8.0) Grantee's Office Reports

Tom Butcher gave the following report:

- All 3 RFPs have been distributed
- The Planning Council Support is due back by February 19th and once received will be review by Roberta, Joanne and Leif
- The Quality Management RFP is also due back on February 19th
- A partial award is expected and will be approximately 45% of the total award. They will be issuing contracts based on the framework of this award.

(8.0) New/Old Business

Leif Mitchell gave a presentation on Transgender and key points to consider are:

- Transgender individuals seem to have a higher rate of HIV and this information needs to be included on all of Ryan White considerations.
- There are 5 different sexes: male, female, intersex, transman and transwoman
- Sexual orientation and gender identity are 2 different areas
- Being aware of terminology and what to avoid and also, asking individuals what they preferred to be referred to as is a good way to show respect for them.

(10.0) Public Comment

- A question was asked fi the carryover amount could be used for housing in the future regarding security deposits. It was explained that RW housing funds cannot be used for security at all, only for actual rent.

(11.0) Announcements –

- Several positions are available at Recovery Network of Services, please see Joanne
- Public Living Study is still looking for participants, please contact Steve Palma
- NAPA has closed down immediately and has filed bankruptcy.
- Heidi Jenkins has distributed a Partner Services document for everyone
- A documentary, “How to Survive a Plague” is being presented on April 3rd at Yale. Pre-registration for this is mandatory, there will be no walk-ins allowed.

(12.0) Planning Council Feedback –Leif asked all participants to complete the Planning Council Feedback forms and return them to Sara.

(13.0) Adjournment - The meeting adjourned at 1:38pm

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Committee Meetings –

- a. MF – Thursday, March 7th, 12:00pm – 2:00pm
- b. SPA –Thursday, March 7th, 2:00pm – 4:00pm
- c. QI –Friday, March 8th, 12:00pm – 2:00pm
- d. Executive – Friday, March 15th, 10:30am - 11:30am
- e. Planning Council - Friday, March 15th, 12:00pm – 2:00pm

Attendance Record – 2013

	Council Member	Jan	Feb	Mar	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	Y	Y								
2.	Kenneth Cousar	NP	NP								
3.	Brian Datcher Co-Chair (QI)	Y	Y								
4.	Heather Garofalo	-	-								
5.	Heidi Jenkins	Y	Y								
6.	Tom Kidder	Y	Y								
7.	Brian Kuerze	Y	Y								
8.	<i>Beverly Leach PC Co-Chair</i>	NP	NP								
9.	Ronald Lee	Y	Y								
10.	Andrew Lyons	Y	NP								
11.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y								
12.	Caesar Moffett, Jr. Co-Chair (MF)	Y	Y								
13.	Joanne Montgomery Co-Chair (SPA)	Y	Y								
14.	Alex Ortiz	Y	Y								
15.	Christine Romanik	Y	NP								
16.	Ray Ruiz Jr.	NP	NP								
17.	Robert Sideleau	Y	NP								
18.	John Sousa	NP	NP								
19.	Roberta Stewart Co-Chair (SPA)	NP	NP								
20.	Ken Teel Co-Chair (QI)	Y	Y								
21.	Dennis Torres	Y	Y								
	Ryan White Office	Y	Y								
	Planning Council Staff	Y	Y								
	% of Council present:	75%	60%								

Guests: Carmen Cruz, Sylvia Mitchell, Cam Crosby, Steve Palma, Tracy Williams