



Tom Kidder & Leif Mitchell, Co-Chairs

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday September 10, 2010

**Start Time:** 12:02 pm

**End Time:** 1:13 pm

**Location:** Burroughs Community Center, Bridgeport

**Presiding Chair:** Tom Kidder

**Recorder:** Jeananne Cappetta, Collaborative Research Staff

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**Summary of Council Business Votes**

Vote on: Minutes from Planning Council on 8/13/10

**(1.0) Moment of Silence**

Co-Chair Tom Kidder called the meeting to order at 12:02. 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) Conflict of Interest Introductions**

Tom Kidder explained to all in attendance the importance of the Council members to state their conflicts of interest. By doing so makes the voting process transparent to everyone.

**(3.0) Welcome, Overview, Meeting Objectives**

Tom Kidder asked everyone to silence electronic devices. He 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:**

- Tom Kidder reviewed the agenda for today's meeting
- Tom Kidder reminded everyone confidentiality is explicit after discussions take place during executive session. Recently there may have been a breach in confidentiality and the Council must recognize and emphasize how important that this information is kept confidential. The work and roles of the Council is very important and its integrity cannot be presumed to be compromised.
- There was no monthly conference call with the EMAs project office in August.
- Tom Butcher, Grantee, will not be present to give the Grantee report, therefore, Tom Kidder provided a summary:
  - The FY2011-12 Ryan White Part A grants application is due to HRSA on October 18.
  - All chart audits (QM/Fiscal) are near completion. Findings of these visits will be available the end of October, beginning of November.
  - 2010 MAI dollars have been awarded except for a remaining \$56,000 for Primary care and Substance Abuse Outpatient that was not applied for.

**(4.0) Public Comment**

There was no public comment at this time.

**(5.0) Approval of Meeting Minutes**

(5.1) Members reviewed the Friday, August 13<sup>th</sup>, 2010 minutes for accuracy.

(5.2) Roberta Stewart motioned to approve the minutes. Beverly Leach seconded the motion.

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(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**

### **(6.1) Membership Finance Committee**

Adaline DeMarrais gave the following Membership/Finance Committee report:

- Reviewed the committee's Planning Council Activity Timeline (PCAT)

The committee continues to be on target based for the activities listed in the PCAT.

- Reviewed the Planning Council "reflectiveness grid".

The reflectiveness has changed from August because of the administrative dismissal of two Council members. There are four applications in process, with two applications that will be brought forward to the Planning Council for consideration. The new applicants will change the reflectiveness if approved.

The Council continues to seek Males, Latinos, African Americans and non-conflicted Persons Living with HIV/AIDS (PLWHA).

§ Non-conflicted means individuals who don't work for or sit on a Board of a PART A Funded agency.

- The Committee also reviewed one membership application.
- The committee discussed the format and created the agenda for the Consumer Forum that was held September 9<sup>th</sup> at Waterbury Hospital.
- The Consumer Forum was successful with a total of 23 consumers participating.
- One membership application was received at the Forum as well.

Two membership applications of applicants were brought forward to the Council. These applicants have fulfilled the attendance requirement and have been approved by the membership committee. Prior to the voting of the membership applications of Kenneth McCoy and Ken Teel, several Planning Council members spoke in favor of them and their commitment the HIV community.

The committee voted in favor of accepting the applications for both Kenneth McCoy and Ken Teel. *(Please see attached voting sheet detail for all Planning Council votes)*

### **(6.2) Strategic Planning & Assessment Committee**

Joanne Montgomery gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for August. There were no significant issues that required additional action.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)



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The committee is on target with the PCAT, has finalized the resource allocations for the FY2001 grant application, and reviewed the unaware strategies.

- The committee began reviewing the 2010 directives and identifying components for the new Early Identification Services (EIS) service category.
- Priority Setting Resource Allocation (PSRA) Process. Joanne reviewed the Resource Allocation process with the Council, discussing how the committee reviewed and used as part of consideration, data sets such as the EMAs epi profile, service utilization/costs and out of care population/data was considered when determining funding for FY2001. The SPA committee is bringing forward the following motion to the Council: *To accept the allocation plan of \$13,102.004 for the FY2011-12 grant application. (Please see attached voting sheet detail for all Planning Council votes)*

### **(6.3) Quality Improvement Committee**

Charlotte Burch indicated that there was no meeting in September. The next meeting is scheduled for Friday, October 8, 2010 at the Burroughs Community Center in Bridgeport from 12-2 pm.

### **(7.0) New/Old Business**

- a. FY 2009 Administrative Assessment
- b. Council Training

Jeff Daniel presented the findings and provided an overview of the process and purpose of the FY 2009 Administrative Assessment. The Council indicated this was the best tool that has been used to date, was truly data based and has initiated great discussions on the status of the program and discovered additional areas that can be further tweaked next year.

*Leif Mitchell made the motion that o the Planning Council to accept the findings from the Executive Committees review of the Administrative Assessment. (Please see attached voting sheet detail for all Planning Council votes)*

### **(8.0) Public Comment**

- All meetings are just as much open for feedback regarding Ryan White as the Planning Council
- A member of the public commended the Council on their work and commitment. This member had not attended meetings for quite some time but was able to catch up on the work that has been done and current status of the Council to date.

### **(9.0) Announcements**

- Recovery Network of Programs, Inc is holding a series of clinical trainings by Mary Kay O'Sullivan. All trainings are held from either 9-11 am or 12-2pm at Enterprise Corporate Park, Scinto Auditorium, Tower 3, Shelton
  - **September 14, 2010:** Differential Diagnosis
  - **October 19, 2010:** Psychotropic Medications
  - **November 16, 2010:** Suicide and Self-harm
  - **December 14, 2010:** Group Dynamics
- Cross Part Initiative- Quality 101 training will be held on September 14 in West Haven
- AIDS Walk October 2, 2010 at 9am in Washington Park

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## (10.0) Planning Council Survey Completion

All members and guests are encouraged to complete this survey.

## (11.0) Adjournment

Tom 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 1:13 pm.

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

	<b>Council Member</b>	1/8	3/12	4/9	5/14	6/11	7/9	8/13	9/10	10/8	11/19	12/10
1.	Ric Browne	●	●	●	●	●	●					
2.	Charlotte Burch	●	●	●	●	●	●	●	●			
3.	Brian Datcher	●			●	●		●	●			
4.	Adaline DeMarrais	●	●	●		●	●	●	●			
5.	Thomas Kidder	●	●	●	●	●	●	●	●			
6.	Beverly Leach	●	●	●	●	●	●	●	●			
7.	Ronald Lee						●		●			
8.	Jennifer Loschiavo	●	●	●	●	●	●	●	●			
9.	Leif Mitchell	●		●		●	●	●	●			
10	Caesar Moffett, Jr.							●	●			
11	Krystle Moore	●	●				●	●	●			
12	Joanne Montgomery	●	●	●			●	●	●			
13	Clara Ramos	●	●	●			●	●	●			
14	Christine Romanik		●	●		●	●	●	●			
15	Robert Sideleau	●		●	●	●	●		●			
16	Roberta Stewart	●	●	●	●	●	●	●	●			
17	Dennis Torres		●	●	●	●			●			
18	Richard Coover (As of 4/1)				●	●						
	Ryan White Office	●	●	●	●	●	●	●				
	Planning Council Staff	●	●	●	●	●	●	●	●			
	% of Council present:	87%	80%	94%	63%	81%	78%	81%	100%			

Guests: Evelyn Martinez, Ken Teel, Cam Crosby, Matthew Lopes, Gabrielle Rosa, Kenneth McCoy, Brian Kuerze, Jerod Geter

<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

Council Member	August Minutes	Membership Application: Ken Teel	Membership Application: Ken McCoy	FY 2011-12 Allocation Amount
Charlotte Burch	Y	Y	Y	Y
Brian Datcher	Y	Y	Y	Y
Adaline DeMarrais	Y	Y	Y	Y
Thomas Kidder	AB	AB	AB	AB
Beverly Leach	Y	Y	Y	Y
Ronald Lee	AB	Y	Y	Y
Jennifer Loschiavo	Y	Y	Y	Y
Leif Mitchell	Y	Y	Y	Y
Caesar Moffett, Jr.	Y	Y	Y	Y
Krystle Moore	Y	Y	Y	Y
Joanne Montgomery	Y	Y	Y	Y
Clara Ramos	Y	Y	Y	Y
Christine Romanik	Y	Y	Y	Y
Robert Sideleau	AB	Y	Y	Y
Roberta Stewart	Y	Y	Y	Y
Dennis Torres	AB	Y	Y	Y

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