



Leif Mitchell & Beverly Leach, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, January 14th, 2011

Start Time: 12:11

End Time: 1:30

Location: Family Services of Woodfield, Bridgeport

Presiding Chair: Beverly Leach

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 12/10/10

Vote on: Membership Application

(1.0) Moment of Silence

Co-Chair Beverly Leach called the meeting to order at 12:11. 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) Conflict of Interest Introductions

Beverly explained to all in attendance the importance of the Council members to state “conflicts as listed on the sign in sheet”. By doing so makes the voting process transparent to everyone.

(3.0) Welcome, Overview, Meeting Objectives

Beverly asked everyone to silence electronic devices. She also reminded everyone that this is a business meeting and open to the public, so members of press or others could attend. She cautioned participants to be judicious regarding their HIV status and/or with Person Health Information (PHI). She welcomed all members and asked council members and guests to introduce themselves and state their role on Planning Council. Beverly also discussed the following Co-Chair announcements:

1. HRSA Conference Call has been rescheduled. Next call is TBD
2. Meeting schedule in February will skip two weeks making Planning Council on 2/18
3. The meetings are being taped by Staff to inform the Council’s meeting minutes
4. Feedback from the last Planning Council meeting highlighted PC members concern over professionalism at Council meetings. Based on the feedback from the December Planning Council Meeting, Leif and I would like to remind everyone of the following:
 - a. The Planning Council meeting is a business meeting. We have several items to accomplish and we ask everyone to be respectful and professional towards all attendees.
 - b. Anyone not being professional and respectful, the Co-Chairs will step in
 - c. SPA looked at the Bylaws to address this issue and to clarify the policy on removal of a PC member
 - d. Please keep calm and respectful of your fellow Council members

(4.0) Public Comment

None

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the December 10th, 2010 minutes for accuracy.

(5.2) Joanne Montgomery motioned to approve the minutes. Bob Sideleau seconded the motion.

(5.3) The Council minutes were approved with the following corrections: 1. Correct Brian Kuerze’s name in the minutes; 2. Correct spelling of our HRSA Project Officer is Webber, Terri (HRSA). *(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:

1. The committee reviewed the 2010 Planning Council Activity Timeline and we are on track for our assigned work duties
2. The committee also reviewed the upcoming 2011 PCAT to determine the work calendar starting in March with the next Ryan White Part A grant year
 - a. The committee will continue the regional community info sessions/recruitment initiatives
 - b. The committee will also start reviewing Council member attendance
 - c. Increase focus on getting Latino non-conflicted (non conflicted means the individual does not work for or sit on the Board of a Ryan White Part A funded agency) consumers to become involved with the Planning Council per the Eligible Metropolitan Area (EMA)'s Epidemiological profile
3. The committee reviewed the Planning Council Reflectiveness. The Council is seeking 1) Men, 2) Latino/Latina 3) Non Conflicted Consumers and 4) A Medicaid Rep
4. The committee reviewed the Bridgeport Community Forum Feedback sheets (overall was well received by Consumers) and the "Dot Exercise" (consumers ranking services that they felt most important to keep them healthy)
5. Discussed Community Forum #4 in New Haven. It is scheduled for Friday, February 18th from 10 a.m. to 11:30 a.m. at The Greek Olive. The Community Forum will be prior to the February Planning Council Meeting
6. The Committee reviewed 11 membership applications. 10 of the applicants have been informed of the recruitment process and one is being brought forth today.
7. At this time, the Membership/Finance committee would like to move Brian Datcher to the Planning Council for consideration. This applicant has fulfilled the attendance requirement and has been approved by the membership/finance committee. Prior to the voting of the membership application for Brian Datcher, Ken Teel and Bob Sideleau spoke in support of Brian's application and his commitment to the HIV community. The committee voted in favor of accepting the application for Brian Datcher. *(Please see attached voting sheet detail for all Planning Council votes)*
8. Finally, the Membership/Finance committee reviewed the Quarter 3 expenditure report presented by the Ryan White Office. The EMA is at a 72% expenditure rate overall. Emergency Financial Assistance continues to be a trouble spot with 57% expenditure year to date. The Council should consider reducing EFA allocation in the next Resource Allocation process. Region 1 (New Haven) expenditures year to date are 72%; Region 2 (Waterbury/Meriden) expenditures year to date are 68%; Region 3 (Bridgeport) expenditures year to date are 72%; Region 4 (Stamford/Norwalk) expenditures year to date are 75%; Region 5 (Danbury) expenditures year to date are 69%;
9. This concludes the Membership Finance report. Our next meeting will be Thursday, February 3rd from Noon to 2 p.m. at the Burroughs Community Center in Bridgeport.

(6.2) Strategic Planning & Assessment Committee

Roberta Stewart gave the following Strategic Planning & Assessment Committee report:

1. The Committee reviewed the Planning Council feedback from the December meeting. There were a significant number of negative comments. The issues cited by PC members and members of focused on unprofessionalism of a planning council member. The issue will be brought to Executive Committee for further discussion
2. The committee reviewed the 2010 Planning Council Activity Timeline and we are on track for our assigned work duties

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3. The committee also reviewed the upcoming 2011 PCAT to determine the work calendar starting in March with the next Ryan White Part A grant year
 - a. The committee will continue to manage the EMA's Priority Setting and Resource Allocation process which includes Directives to the RWO and Service Category definition review/update
 - b. The committee has suggested that Membership/Finance take over the Planning Council Meeting feedback review as it pertains more to membership than Strategic Planning
 - c. The committee will add an Early Intervention monitoring on a quarterly basis based on the new Unaware mandate
4. The committee reviewed the EMA's EIIHA (Early Identification of Individuals unaware of HIV/AIDS) strategies and determined the EMA to be on track or in process with several of the strategies. Two of the strategies (Newly Dx Needs Assessment and 2011 Minority AIDS funding into EIS program) have been completed
5. The committee concluded review of the 2011 Council By-Laws. Roberta reviewed the FY 2011 Bylaws highlighting the revisions made by the SPA committee. The 2011 Bylaws had 18 deletions, 14 moves and 6 formatting items. Item detail:
 - a. changed co-chair name
 - b. Updated review date
 - c. Updated Council Staff fax number
 - d. Updated: Council membership is limited to two representatives from any organization.
 - e. Inserted: Any member who fails to perform his/her duties as discussed in Section 4.2(d) may be subject to removal.
 - f. Inserted: If a Planning Council member has concerns regarding the conduct and/or behavior of another Planning Council member, the member shall bring the concerns/issues to the Council Co-Chairs for resolution. If the issues/concerns are still not resolved, the Council Co-Chairs will bring the issue/concern to the full Executive Committee for corrective action which may include termination.
 - g. Updated Planning Council agenda format (including Training, moving Grantee's report, renaming Council Feedback and removing Conflict of Interest Introductions)
 - h. Updated Header and Footer to reflect FY 2011 review date
6. This concludes the SPA committee report. Our next meeting will be Thursday, February 3rd from 2 p.m. to 4 p.m. at the Burroughs Community Center in Bridgeport.

(6.3) Quality Improvement Committee

Brian Kuerze gave the following Quality Improvement Committee report:

1. Reviewed Strategic Plan being developed for Quality Improvement Committee (not to pass out, but electronic presentation)
2. Determined DRAFT 2011 PCAT for QI Committee. Ten (10) different tasks were listed, with chronologic order placed into this Planning Council Activity Timeline
3. Discussed the Standards of Care that need to be updated which include Outpatient/Ambulatory Medical Care (OAMC) and Mental Health/ Substance Abuse. Medical Case Management is currently being updated at the State level, with discussion required in a pod (QIC meeting) regarding layering in more indicators, specific to Health Maintenance tracking. The immediate task is to develop a Standard of Care for Early Intervention Services (EIS), a new service category for the EMA.

(7.0) New/Old Business

None

(8.0) Public Comment

None



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(9.0) Grantee Report

Tom Butcher reported:

1. The Grantee is hosting a bidder's conference on Tuesday, January 18th, 2011 at 54 Meadow Street. The bidder's conference is for FY 2011 services. One focus of the bidder's conference will be the Unaware Specialist directive from the Council.
2. Minority AIDS Initiative Carry Over-we are still awaiting final approval from HRSA
3. The Grantee has identified additional funds from their budget and will be allocating those to Inpatient Substance Abuse
4. There is a HRSA Part A grantee conference call on 2/1/11 at 3 p.m. EST.
5. The Grantee has commissioned two studies with Planning Council staff: 1) a high risk assessment in nontraditional venues in which unaware PLWHA would frequent and 2) a feasibility study of a peer outreach program to identify unaware PLWHA within the EMA.

(10.0) Announcements

1. CIRA AIDS Science Day is March 23rd, 2011 from 8:30 a.m. to 4:30 p.m. at The Omni New Haven hotel
2. Recovery Network of Programs now has 19 detox beds (full census)
3. MFAP is having a dinner on 2/10/11 at the Norwalk Inn
4. Ken Teel talked about Homeless data/report (Annual Homeless Assessment Report). In the report, it was noted that Communities of Color are disproportionately impacted by homelessness. For example, African Americans are 40% of the population but 75% of shelter utilization.
5. A member of the public asked if there was money set aside for massage. Robert Stewart responded that is has been a couple of years since Massage was on the allowable service category list. The amount of money allocated, back then, was very small.

(11.0) Planning Council Survey Completion

All members and guests are encouraged to complete the 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 1:30 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.	Charlotte Burch	A											
2.	Adaline DeMarrais	X											
3.	Brian Kuerze	X											
4.	<i>Beverly Leach PC Co-Chair</i>	X											
5.	Ronald Lee	X											
6.	Jennifer Loschiavo	X											
7.	<i>Leif Mitchell PC Co-Chair</i>	X											
8.	Caesar Moffett, Jr.	X											
9.	Ken Teel	X											
10.	Kenneth McCoy	A											
11.	Krystle Moore	X											
12.	Joanne Montgomery	X											
13.	Clara Ramos	A											
14.	Christine Romanik	X											
15.	Gabrielle Rosa	X											
16.	Robert Sideleau	X											
17.	Roberta Stewart	X											
18.	Dennis Torres	X											
	Ryan White Office	X											
	Planning Council Staff	X											
	% of Council present:	83%											

Guests: Cam Crosby, Tom Kidder, Ric Browne

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	December Minutes	Datcher Application
1.	Charlotte Burch	NP	NP
2.	Adaline DeMarrais	AB	Y
3.	Brian Kuerze	Y	Y
4.	<i>Beverly Leach PC Co-Chair</i>	AB	AB
5.	Ronald Lee	AB	Y
6.	Jennifer Loschiavo	AB	Y
7.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y
8.	Caesar Moffett, Jr.	Y	Y
9.	Ken Teel	Y	Y
10.	Kenneth McCoy	NP	NP
11.	Krystle Moore	AB	Y
12.	Joanne Montgomery	Y	Y
13.	Clara Ramos	NP	NP
14.	Christine Romanik	AB	Y
15.	Gabrielle Rosa	AB	Y
16.	Robert Sideleau	Y	Y
17.	Roberta Stewart	Y	Y
18.	Dennis Torres	NP	Y

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