

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Tom Kidder and Leif Mitchell, Co-Chairs

Planning Council Meeting Summary

Meeting Date: Friday, March 12th, 2010

Start Time: 12:02 pm

End Time: 1:42 pm

Location: Burroughs Community Center, Bridgeport

Presiding Chair: Tom Kidder

Recorder: Jeananne Cappetta, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 1/8/10
Membership Application
By-Laws

(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 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 and Introductions

Tom 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 reminded all Council members to be mindful of using acronyms and having sidebar conversations so that other members and guests are not left out of the conversation.
- The Executive Committee had voted to approve the PCAT (Planning Council Activities Timeline).
- The official Meeting Calendar for 2010 is now available.
- A conference call with the Grantee, Co-chairs and HSRA Project Officer took place this week.
 - a. The question of utilizing Administrative dollars to provide transportation to potential Planning Council members was posed. This is allowable for members who have already submitted an application and are attending the meetings as part of the membership requirements.
 - b. A technical Assistance request was submitted to the Project Officer. This request is for assistance regarding best practices for utilizing the MAI dollars. The intention is to learn the best methods to bring new clients (newly diagnosed) into care as well as reach out to those unaware of their status to enter treatment. This request was submitted so that HSRA consultants can be assigned and begin working in the EMA in April and May on this project.

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(4.0) Public Comment

No comments were made.

(5.0) Approval of Meeting Summary

(5.1) Members reviewed the Friday, January 8th, 2010 minutes for accuracy.

(5.2) Roberta Stewart motioned to approve the minutes. Joanne Montgomery 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

(6.1) Membership Finance Committee

Adaline DeMarrais (Co-Chair, Membership/Finance) reported:

- The Committee has reviewed and approved the PCAT.
- The Committee has begun reviewing samples of other EMA planners. These planners are to be used as resource guides. Currently samples of local directories, planners, guides are being collected for review.
- The Committee is in need of new members to be in compliance with the Ryan White requirements. In particular males are needed as well as members of the Hispanic community and non conflicted consumers.
- The Committee has approved a membership application and is recommending for approval.
The Planning Council voted and approved the application to move forward to the Mayor's office.

(Please see attached voting sheet detail for all Planning Council votes)

The next meeting will be April 1 in Bridgeport.

(6.2) Strategic Planning & Assessment Committee

Roberta Stewart (Co-Chair, Strategic Planning & Assessment Committee) gave this Committees report.

- Roberta encourages all in attendance to complete the Planning Council survey as it is reviewed by the Strategic Planning & Assessment Committee, although there was no Planning Council meeting in February and no report was reviewed.
- Discussions have been taking place as to the strategies of reaching out to the unaware population.
- The Committee has been reviewing MAI utilization and goals to ensure that Ryan White clients are getting the maximum services available. The technical assistance request put forward will help with this strategy for 2010.
- Roberta clarified current surveys being conducted and how the results of these surveys will assist in future planning of services.
 - The Newly Diagnosed Survey. Survey has been commissioned by the Ryan White Part A Office to evaluate the needs of this population.
 - Needs Assessment. This assessment is being conducted by CADAP to evaluate services available. The results of this survey will be shared with Part A.

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- By-Laws. The Committee has revised and updated the 2010 By-Laws. Roberta reviewed with the Council the changes that were made by the Committee. Vote took place by the Council and the updated By-Laws were accepted. *(Please see attached voting sheet detail for all Planning Council votes)*

(6.3) Quality Improvement Committee

Ric Browne reported that the QI committee did not meet and the next meeting is scheduled for May 7 in New Haven.

(7.0) New/Old Business

a. Council Training

As part of an effort to provide ongoing training regarding the roles and purpose of the Council, each month a training component will be presented.

Joanne Montgomery did a presentation regarding the roles of the CEO (Mayor of New Haven), Grantee (Ryan White Part A Office) and Planning Council. (The Ryan White Planning Council Primer page 7 was used as the guide for presentation). The presentation included the purpose of the Planning Council and how service category funding is determined for the EMA.

(8.0) Public Comment

- A Council guest asked if there are currently dental services similar to Dental Smiles in New Haven. Members responded that Lee Way goes to Norwalk and that Hill Health does have a similar program.
- A Council guest asked about the CADAP application process. They are new to the EMA and have only a day's worth of meds left. Members indicated the process is within 24 hours and after the meeting to meet with various providers/members for assistance and guidance with services.
- A Council guest indicated that the clinical quality management goals of the Council are a good thing for consumers. These efforts are good to see the regions working together to provide the best care possible where ever a consumer goes for services.

(9.0) Grantee Report

Tom Butcher reported:

- Earlier today the partial Notice of Grant Award for FY 2010 was released. The partial grant award was for Formula (Part A) and MAI funding while the Supplemental portion of the funding will be released on or around April 1. The grant to date is as follows: FY 2010 Formula and MAI: \$5,547,595. While there is an increase in funding compared to FY2009 (comparison below), this portion of the Part A award is based on the number of cases in the New Haven/Fairfield Counties jurisdiction. An increase in dollars is linked to an increase in cases. The Supplemental portion of the grant is competitive against all other applicants based on proposed services and programs. For FY2010, the available Federal dollars for all of Part A has been increased.

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Part A Grant Award Comparison FY 2009 vs. FY2010:

Type	FY 2009	FY 2010	Difference
Formula/Part A	\$4,604,296	\$5,117,731	Increase of \$513,435
MAI	\$374,153	\$429,864	Increase of \$55,711
Supplemental	\$2,400,000	Due 4/1/10	
Total Part A Award	\$7,090,763	To Date: \$5,547,595	

- Tom described the PCAT (Planning Council Activities Timeline) that was created based on all of the requests of each of the Planning Council committees. These requests were originally requested for the Planning Council Support RFP. The PCAT was based on the grant application and is subject to change based on the amount of Part A funding awarded for 2010.
- Tom described the plans for the Quality Management program for FY2010. The Committee will focus on what services will need interventions, evaluate results and then report back to the Council and the focus on the next intervention.

(10.0) Announcements

- On Monday, March 15, there will be a signing of the new plan of the Cross Part Collaborative at the State Capitol room 310 from 1-4 pm (snacks will be served).
- There will be a Grand Opening (date to be announced in May) for Leeway-Putnam Ave, Hamden. This for the opening of a 17 unit support housing program scheduled to officially open June 15. The new residents will include 14 individuals and 4 youth aging out.
- There will be free Dental services today and tomorrow at Mission of Mercy in Middletown beginning at 8 am. For more information provide e-mail/phone information to Krystal Moore.
- An MSM conference titled: Gay Men - What Can You Do With Them? Responding to Resurgent HIV/STI Incidence Among MSM in CT will be held June 4th from 8 – 4pm, location to be determined. This event will be sponsored by CIRA and DPH.
- Main Street Pharmacy in the Arcade has been opened for four months for clients to come in for assistance. Free delivery and pick up is available for clients as well as co-pay guidance.
- Opportunities to join the Connecticut HIV Planning Consortia are available. Materials distributed for those interested.

(11.0) Planning Council Survey Completion

All members and guests are encouraged to complete this survey so that in the future the committee can enhance its

(12.0) Adjournment

Tom Kidder 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 1:42 pm.

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Planning Council Meeting Attendance Record¹

	Council Member	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.	Jennifer Loschiavo	●	●									
8.	Leif Mitchell	●										
9.	Krystle Moore	●	●									
10.	Joanne Montgomery	●	●									
11.	Clara Ramos	●	●									
12.	Christine Romanik		●									
13.	Robert Sideleau	●										
14.	Robert Stewart	●	●									
15.	Dennis Torres		●									
	Ryan White Office	●	●									
	Planning Council Staff	●	●									
	% of Council present:	87%	80%									

Planning Council Meeting Voting Record

Council Member	January Minutes	Membership Application	By-Laws
Ric Browne	Y	Y	Y
Charlotte Burch	Y	Y	Y
Brian Datcher	NP	NP	NP
Adaline DeMarrais	Y	Y	Y
Thomas Kidder	AB	AB	AB
Beverly Leach	Y	Y	Y
Jennifer Loschiavo	Y	Y	Y
Leif Mitchell	NP	NP	NP
Krystle Moore	Y	Y	Y
Joanne Montgomery	Y	Y	Y
Clara Ramos	Y	Y	Y
Christine Romanik	AB	Y	Y
Robert Sideleau	NP	NP	NP
Robert Stewart	Y	AB	Y
Dennis Torres	AB	Y	Y

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

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