



Tom Kidder & Leif Mitchell, Co-Chairs

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## Planning Council Meeting Minutes

**Meeting Date:** Friday May 14<sup>th</sup>, 2010

**Start Time:** 12:10 pm

**End Time:** 1:14pm

**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 4/9/10

#### (1.0) Moment of Silence

Co-Chair Tom Kidder called the meeting to order at 12:10. 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. Tom also reminded all of the significance of signing in for the meeting record.

#### (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 explained that the topics or issues presented to the Council are items and motions that are developed, reviewed and discussed at the committee levels. Detailed participation and information can be shared during the time when committees meet.
- In a recent call with the HRSA Project Officer the following topics were presented as updates:
  - ongoing membership recruitments were reviewed and upcoming events;
  - ongoing use and strategizing process of the use of MAI funds (included evaluation and decision making)
- The Executive Committee reviewed the topic of meeting summaries that was recently brought to the committee. After discussion regarding appropriate content and By-Law guidance, the committee determined that the current format was in compliance and was will continue as is.

#### (4.0) Public Comment

- A member of the public asked for the schedule of meetings. Tom Kidder responded by providing the website address for the Planning Council and other information that can be found on the site.

#### (5.0) Approval of Meeting Minutes

(5.1) Members reviewed the Friday, April 9<sup>th</sup>, 2010 minutes for accuracy.

(5.2) Roberta Stewart motioned to approve the minutes. Ric Browne seconded the motion.

(5.3) The Council minutes were discussed with one addition on page 2 under bullet 2 "Non conflicted...

Part A funded agency and the board of a funded agency;

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and one change on page 2: 6.2 – Under the last bullet add strengths and weaknesses to the last bullet after Resource Allocation

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

## **(6.0) Planning Council Committee Reports**

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

Robert Sideleau gave the following Membership- Finance report:

- Reviewed the committee’s Planning Council Activity Timeline (PCAT)
  - The committee is on target based on the activities listed in the PCAT; however the Care planner has been put on hold until further notice.
- Reviewed the Planning Council “reflectiveness grid”
  - The Council is still seeking Male, Hispanic, non-conflicted Persons Living with HIV/AIDS (PLWHA)
    - § Non-conflicted means individuals who don’t work for a PART A Funded agency and the board of a funded agency
- The committee discussed the 1<sup>st</sup> Community Info Session to take place the second week in June in the Stamford/Norwalk region.
- Committee discussed the process for electing upcoming co-chair slots. The committee also reviewed current committee member’s eligible for co-chair positions and the best method of contacting those for interested for consideration.
- The application and review process for applying for a co-chair slot was presented. Deadlines for the applications are June 2. Once the eligible candidates are selected the recommendations will be forwarded to the Mayor for final appointment by July 2.
- Committee reviewed three membership applications.

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

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for April
- Reviewed the Committee’s Planning Council Activity Timeline (PCAT)
- SPA is on target with committee activities per the PCAT; focus for May was the Unaware Strategies and MAI
- Reviewed Newly Diagnosed Survey Results for Fiscal Year 2010 Minority AIDS Initiative (MAI) funding
  - RATIONALE: Explore the possibility of utilizing grant year 2010 Minority AIDS Initiative funding to create/identify a program that links unaware PLWHA to appropriate medical care. Based on the EMA’s Unaware Estimate as provided by DPH, communities of color are disproportionately represented.



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- Began discussions on best process to review all data sets for MAI guideline recommendations for June.
- Reviewed the Council's Unaware Persons Living with HIV and AIDS Strategies
  - o **BACKGROUND:** On December 16th, 2009, the Health Resources Services Administration (HRSA) released the following additional guidance to Part A Grantees: Part A Planning Councils (PCs) are still required to determine the size and demographics of the estimated population who is aware and out of care. Effective September 30, 2009, under section 2604(b)(4) of the PHS Act, as amended by the Ryan White HIV/AIDS Extension Act of 2009, Public Law 111-87, PCs are now required to determine the size and demographics of the estimated population of individuals who are unaware of their HIV status. In addition, the PCs must develop a strategy for identifying those with HIV/AIDS who do not know their status, make them aware of their status, and refer them into care. In addition, one-third of the total score for the objective review of the supplemental portion of your fiscal year (FY) 2010 Grant Application will be calculated based on the following factors: 1) the number of individuals who were tested for HIV/AIDS; 2) of those who were tested, the number who were made aware of their status, including the number who tested HIV positive; and, 3) of those described in clause 2, the number who were referred to appropriate treatment and care.
- Reviewed the 2010 Priority Setting and Resource Allocation process (PSRA) in preparation for the 2011 PSRA process. Process is underway for gathering data to be used in the PSRA process.

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

Ric Browne indicated that the Committee met and has been reviewing standards of care in particular for Mental Health and Substance Abuse outcomes. The new standards are to be piloted during this year. The upcoming process is to include a review of the measures with a quality focus. An additional meeting in June may be possible to review additional measures. This has not been finalized and the Ryan White Office will inform the committee if there have been any committee changes or additional dates for the Quality Improvement Committee. In addition, as a result of this meeting the audit tool used for the annual quality management site visits will be updated to include the new outcomes.

### **(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.

Robert Sideleau conducted a presentation regarding the voting procedures that take place during meetings. Discussion also took place regarding what Robert's Rules were and how they are used for the Committee meetings.

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

No comments were made.

### **(9.0) Grantee Report**

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Tom Butcher stated that the Ryan White Office is currently reviewing necessary contracting information from contractors such as their scope of work and budgets.

Currently the Grantees office is working on the conditions of awards as mandated by HRSA for all recipients of Ryan White grant awards. There are multiple Conditions' of Awards due within the next 45 days. One particular award is the progress report that the Council's input will be useful for completion. The Grantees office will be requesting assistance in coming weeks similar as in past years.

## (10.0) Announcements

- Upcoming Committee Meetings:
  - Membership/Finance: June 3<sup>rd</sup>, 2010 Noon- 2pm
  - Strategic Planning & Assessment: June 3<sup>rd</sup>, 2010 2pm- 4pm
  - Quality Improvement- To be determined
- An MSM conference titled: Responding to Resurgent HIV/STI Incidence Among MSM in CT: Effective HIV Prevention Interventions for Gay Men will be held June 4<sup>th</sup> from 8 - 4pm. This event will be sponsored by CIRA and DPH.

## (11.0) Planning Council Survey Completion

All members and guests are encouraged to complete this survey .

## (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 1:14 pm.

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

	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.	Roberta Stewart	●	●	●	●							
15.	Dennis Torres		●	●	●							
16.	Richard Coover (As of 4/1)				●							
	Ryan White Office	●	●	●	●							
	Planning Council Staff	●	●	●	●							
	% of Council present:	87%	80%	94%	63%							

Guests: Ken Teel, Ronald Lee, Lynda Faye Wilson, Caesar L. Moffett, Yadria McLaughlin, Kimberly Fiore, Cameron Crosby

## Planning Council Meeting Voting Record

Council Member	April Minutes
Ric Browne	Y
Charlotte Burch	Y
Brian Datcher	Y
Adaline DeMarrais	NP
Thomas Kidder	AB
Beverly Leach	Y
Jennifer Loschiavo	Y
Leif Mitchell	NP
Krystle Moore	NP
Joanne Montgomery	NP
Clara Ramos	NP
Christine Romanik	NP
Robert Sideleau	Y
Roberta Stewart	Y
Dennis Torres	Y
Richard Coover (As of 4/1)	AB

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

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