



Tom Kidder & Leif Mitchell, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday June 11th, 2010

Start Time: 12:04 pm

End Time: 1:36 pm

Location: The Greek Olive Restaurant, New Haven

Presiding Chair: Leif Mitchell

Recorder: Jeananne Cappetta, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 5/14/10

(1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:04. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS in particular, Carolyn Williams a former planning group member.

(2.0) Conflict of Interest Introductions

Leif 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

Leif 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. There were no co-chair announcements today.

(4.0) Public Comment

No comments were made.

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the Friday, May 14th, 2010 minutes for accuracy.

(5.2) Robert Sideleau motioned to approve the minutes. Adaline DeMarrais 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 gave the following Membership/Finance Committee report:

- Reviewed the committee's Planning Council Activity Timeline (PCAT)
- The committee is on target based on the activities listed in the PCAT. With the focus of the June and July meetings to develop a tool to be used to monitor the Administrative Mechanisms as required by HRSA.
- Reviewed the Planning Council "reflectiveness grid" which has not changed since last month.



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- o The Council continues to seek Male, Hispanic, non-conflicted Persons Living with HIV/AIDS (PLWHA). Currently there are applications in process that will assist the Council in coming closer to meeting these targets
- § Non-conflicted means individuals who don't work for a PART A funded or sit on a Board of a funded agency.
- The committee created an agenda for the first Community forum scheduled for Thursday, June 10 in Stamford.
- The first Consumer forum took place yesterday and was well attended. The feedback from the consumers was very positive. An exercise for the consumers was for them to use a "dot" system to identify what currently funded Part A services help to keep them healthy. This was very popular and to help the Council see its success the charts were shown to the Council. In a future meeting feedback from the forum will be presented including the "dot" exercise. In addition to the success of the forum, a new membership application was received.
- Committee discussed the process for electing upcoming co-chair slots. The committee reviewed two applications that were received for the co-chair positions and have motioned to move them forward in the election process.
- Committee discussed three previously reviewed membership applications. The applicants have met the meeting requirements and the committee has motioned to move them forward to Planning Council.

After the report was given the committee began its voting as follows:

Vote: Membership applications: *(Please see attached voting sheet detail for all Planning Council votes)*

Tom Kidder asked the co-chair applicants: Charlotte Burch and Leif Mitchell if they would like to give a personal statement as to why they would like to be Planning Council Co-Chair. Each was given up to five minutes to speak. After both nominees spoke the Council continued with the voting process.

Vote: Co-Chair nominees. Process was done by ballots. Result: Leif Mitchell elected as nominee for co-chair.

Vote: Co-Chair Application. The application of Leif Mitchell will be forwarded to the Mayor for appointment as the Planning Council Co-Chair.

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

(6.2) Strategic Planning & Assessment Committee

Roberta Stewart gave the following Strategic Planning & Assessment report:

- Reviewed PC feedback summary for May
- Reviewed the Committee's Planning Council Activity Timeline (PCAT)
 - o SPA is on target with committee activities per the PCAT; focus for May was the MAI recommendations for the FY2010 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.

• Extensive discussions took place on what the committee will recommend as the best use of the MAI dollars for FY 2010 would be. The committee reviewed several data sources in order to make a



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comprehensive decision. These data sources included: previous MAI utilization data, results of the Newly Diagnosed survey, 2009 full chart audit and data regarding the partner notification program. Upon review of all the data sources examined throughout the last few months, the committee is recommending that for the remainder of FY2010, the MAI funded priorities and delivery of services remain the same, however, will continue to review the information so that for FY2011 a new MAI model can be implemented.

- 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 continues to be underway for gathering the necessary data to be used in the PSRA process.

Once the report was given the Council proceeded to move forward with the MAI vote.

MAI Vote:

The Strategic Planning and Assessment committee makes a motion for Fiscal Year 2010 Minority AIDS Initiative funding, to the fund the following service categories at their corresponding percentages:

Service Category	Percentage
Outpatient Ambulatory Medical Care	28%
Medical Case Management	53%
Substance Abuse Outpatient	11%
Mental Health Services	8%

Further, the SPA committee recommends that the Council Co-Chairs appoint a special committee to review alternative options for MAI funding in 2011.

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

(6.3) Quality Improvement Committee

Ric Browne reported that there has been no meeting and the next meeting is Friday, July 2, 2010.

(7.0) New/Old Business

a. Council Training



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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.

Leif Mitchell conducted a presentation regarding Health Care Reform and how it will impact People Living with HIV and AIDS.

(8.0) Public Comment

No comments were made.

(9.0) Grantee Report

Tom Butcher stated that the Ryan White Office is currently 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 by June 30. One particular award is the Progress report that the Executive Committee has reviewed and provided input on for completion.

On June 29 there will be a meeting with the lead agencies and subcontractors to discuss the quality management site visits that are to begin in July and the revised tools that will be used to conduct the visits.

(10.0) Announcements

- On June 14 there will be a New Haven press conference introducing National HIV Testing Week which will take place the week prior to National HIV testing Day of June 27.
- On June 17, the Waterbury Consortia meeting is to take place in Meriden with guest speakers Patrick Quigley and Shawn Lang regarding an easier model of case management. Lunch is from 12:30-1 and the meeting will be from 1-3.
- Leif Mitchell announced that last week's MSM conference: Responding to Resurgent HIV/STI Incidence Among MSM in CT: Effective HIV Prevention Interventions for Gay Men was a huge success.

(11.0) Planning Council Survey Completion

All members and guests are encouraged to complete this survey.

(12.0) Adjournment

Leif Mitchell 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 1:36 pm.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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¹Planning Council Meeting Attendance Record

	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%	81%						

Guests: Ken Teel, Caesar L. Moffett, Yadira McLaughlin, Sylvia Mitchell, Sandra Gossart-Walker

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	May Minutes	Executive Session In	Executive Session Out	Membership Application Caesar Moffett	Membership Application Ronald Lee	Membership Application Leif Mitchell	Co Chair Application	MAI
Ric Browne	Y	Y	Y	Y	Y	Y	Y	AB
Charlotte Burch	Y	Y	Y	Y	Y	Y	Y	Y
Brian Datcher	N	Y	Y	Y	Y	Y	Y	N
Adaline DeMarrais	AB	Y	Y	Y	Y	Y	Y	Y
Thomas Kidder	Y	AB	AB	AB	AB	AB	AB	Y
Beverly Leach	Y	Y	Y	Y	Y	Y	Y	Y
Jennifer Loschiavo	Y	Y	Y	Y	Y	Y	Y	Y
Leif Mitchell	AB	AB	Y	Y	Y	AB	AB	AB
Krystle Moore	NP	NP	NP	NP	NP	NP	NP	NP
Joanne Montgomery	NP	NP	NP	NP	NP	NP	NP	NP
Clara Ramos	NP	NP	NP	NP	NP	NP	NP	NP
Christine Romanik	AB	Y	Y	Y	Y	Y	Y	Y
Robert Sideleau	Y	Y	Y	Y	Y	Y	Y	Y
Roberta Stewart	Y	Y	Y	Y	AB	Y	Y	Y
Dennis Torres	Y	Y	Y	Y	Y	Y	Y	N
Richard Coover	AB	Y	Y	Y	Y	Y	Y	Y

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