



Tom Kidder & Leif Mitchell, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, November 19th, 2010

Start Time: 12:01 pm

End Time: 1:10pm

Location: Burroughs Community Center, Bridgeport

Presiding Chair: Tom Kidder

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 10/15/10

Vote on: Membership Application

(1.0) Moment of Silence

Co-Chair Tom Kidder called the meeting to order at 12:01. 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, Council Training

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.

Heidi Jenkins, STD/TB Program Director for Department of Public Health (DPH), led the Council in a training regarding partner notification services (PNS) through DPH. Key points from her presentation included:

- Case study of how PNS works
- cases get assigned to works within the program
- Confidentiality of clients (13 years of age or older is the cutoff)
- PNS uses state vehicles so they may transport clients if necessary
- 10 sites throughout the state are mandated to report HIV
- PNS is similar to a “mini lab” –they can conduct rapid testing in the field
- reviewed Syphilis and HIV statistics

Co-Chair Announcements:

- Tom reminded everyone that it is critical for all members and guests to sign in order for their attendance to be accurately recorded.

(4.0) Public Comment

None.

(5.0) Approval of Meeting Minutes

(5.1) Members reviewed the Friday, October 15th, 2010 minutes for accuracy.

(5.2) Joanne Montgomery motioned to approve the minutes. Ken Teel seconded the motion.

(5.3) The Council minutes were approved without corrections.

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(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 October. With the addition of some new members the Council is now on target for non conflicted members and has met a 50/50 target of HIV positive and negative members. The Council continues to seek Males and Hispanic/Latinos. § Non-conflicted means individuals who don't work for or sit on a Board of a PART A Funded agency.
- The committee continued to review and update the Council's membership application.
- The next Consumer Forum is scheduled for Thursday, December 9 in Bridgeport
- Applications for Planning Council Co –Chair are available and are being accepted through December 1st at 5 p.m. EST to PC Staff.
- One membership application was brought forward to the Council. 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 Gabrielle Rosa, Joanne Montgomery and Clara Ramos spoke in favor of Gabrielle's application and her commitment to the HIV community as well as her experience being an RN. The committee voted in favor of accepting the application for Gabrielle Rosa. *(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 October. There were no significant issues that required additional action.
- Reviewed the Committee's Planning Council Activity Timeline (PCAT). The committee is on target with the PCAT.
- The committee began reviewing the By Laws for 2011 and will continue reviewing through December.
- The SPA committee needs to revisit 2011 Service Category definitions to include an EIS definition (requested the Grantee to check with HRSA) and have the Planning Council approve the definitions at its December meeting.

(6.3) Quality Improvement Committee

Charlotte Burch reported that the QI committee did not meet in November and that the next meeting is Friday, December 3rd in Bridgeport at Burroughs.

(7.0) New/Old Business

Tom Kidder announced two items under New Business:

1. Tom Butcher is listed in this month's "Face of Ryan White: Tom Butcher and Quality In Connecticut" through the Target Center. The Planning Council congratulated Tom Butcher on being highlighted in this month's Target Center newsletter.
2. Distributed the new Medicaid Program for Low-Income Adults (LIA) guidelines—courtesy of Shawn Lang at the Connecticut AIDS Resource Coalition.

(8.0) Public Comment

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There were no comments at this time.

(9.0) Grantee Report

No report (Grantee was out sick).

(10.0) Announcements

- o New Haven World AIDS Day from noon-1 p.m. at the church at Elm and Temple
- o Joanne reported her agency has detox beds available. For information please call 203.416.1915
- o Danbury Consortium will be hosting a World AIDS Day Breakfast from 8:30-10:15 am on December 1 at the Ethan Allen Inn in Danbury. The keynote speaker will be Joanne Montgomery.
- o World AIDS Day in Bridgeport: 12/1 at the City Hall Annex
- o World AIDS Day Interfaith Service on 11/30 from 7-9 p.m. at the United Methodist Church in Stamford
- o World AIDS Day in Waterbury at noon on 12/1 in the Bizzozero Conference Room at Waterbury Hospital

(11.0) Planning Council Survey Completion

All members and guests are encouraged to complete this survey.

(12.0) 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 1:08 pm.

¹Planning Council Meeting Attendance Record

	Council Member	1/8	3/12	4/9	5/14	6/11	7/9	8/13	9/10	10/15	11/19	12/10
1.	Charlotte Burch	●	●	●	●	●	●	●	●	●	●	
2.	Adaline DeMarrais	●	●	●		●	●	●	●	●	●	
3.	Thomas Kidder	●	●	●	●	●	●	●	●	●	●	
4.	Brian Kuerze										●	
5.	Beverly Leach	●	●	●	●	●	●	●	●	●	●	
6.	Ronald Lee						●		●	●	●	
7.	Jennifer Loschiavo	●	●	●	●	●	●	●	●	●	●	
8.	Leif Mitchell	●		●		●	●	●	●	●		
9.	Caesar Moffett, Jr.							●	●	●		
10.	Ken Teel									●	●	
11.	Kenneth McCoy									●	●	
12.	Krystle Moore	●	●	●			●	●	●	●	●	
13.	Joanne Montgomery	●	●	●			●	●	●	●	●	
14.	Clara Ramos	●	●	●			●	●	●	●	●	
15.	Christine Romanik		●	●		●	●	●	●	●	●	
16.	Robert Sideleau	●		●	●	●	●		●	●		
17.	Roberta Stewart	●	●	●	●	●	●	●	●	●	●	
18.	Dennis Torres		●	●	●	●			●	●	●	
	Ryan White Office	●	●	●	●	●	●	●	●	●		
	Planning Council Staff	●	●	●	●	●	●	●	●	●	●	
	% of Council present:	87%	80%	94%	63%	81%	78%	81%	100%	100%	83%	

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

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Guests: Cam Crosby, Heidi Jenkins, Clunie Figoro, Sylvia Mitchell, Yadira McLaughlin, Gabrielle Rosa

Planning Council Meeting Voting Record

	Council Member	October Minutes	Membership Application: Gabrielle Rosa
1	Charlotte Burch	Y	Y
2	Adaline DeMarrais	Y	Y
3	Thomas Kidder	AB	AB
4	Brian Kuerze	Y	Y
5	Beverly Leach	Y	Y
6	Ronald Lee	Y	Y
7	Jennifer Loschiavo	Y	Y
8	Kenneth McCoy	NP	Y
9	Leif Mitchell	NP	NP
10	Caesar Moffett, Jr.	NP	NP
11	Krystle Moore	Y	Y
12	Joanne Montgomery	Y	Y
13	Clara Ramos	Y	Y
14	Christine Romanik	Y	Y
15	Robert Sideleau	NP	NP
16	Roberta Stewart	Y	Y
17	Ken Teel	Y	Y
18	Dennis Torres	Y	Y

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