

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Joanne Montgomery & Roberta Stewart, Co-Chairs

## Strategic Planning & Assessment Committee

### Meeting Minutes

**Meeting Date:** Thursday, November 4, 2010  
**Start Time:** 2:06 pm  
**End Time:** 3:54 pm  
**Location:** Greek Olive Restaurant, New Haven  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Jeananne Cappetta

#### Summary of Committee Business Votes

- Approval of Committee meeting minutes from October 7<sup>th</sup>, 2010

#### Council Member Assignments

- Attend committee and Planning Council meetings per the Council's By-Laws

#### PC Staff Assignments

- Research FOIA and City of New Haven requirements for filing Meeting Minutes

#### Attendance Record – 2010

Committee Members	1/7	2/4	3/4	4/1	5/6	6/3	7/1	7/22	8/5	9/2	10/7	11/4	12/2
Adaline DeMarrais	•					•	•	•		•			
Beverly Leach	•	•	•	•		•	•	•	•	•	•	•	
Brian Datcher	•	•	•					•					
Caesar Moffett, Jr.							•						
Charlotte Burch		•		•	•	•	•	•	•	•	•	•	
Christine Romanik					•			•	•				
Clara Ramos	•	•	•	•	•	•	•			•	•	•	
Dennis Torres	•	•	•	•	•	•	•	•	•	•	•		
Jennifer Loschiavo	•	•	•	•	•	•	•	•	•	•	•		
Joanne Montgomery (Co-Chair)	•	•		•	•	•	•	•			•	•	
Ken Teel													
Kenneth McCoy												•	
Krystle Moore	•	•	•	•	•	•	•		•	•	•	•	
Leif Mitchell (Council Co-Chair)	•	•	•	•	•	•	•	•	•	•		•	
Ric Browne	•							•					
Richard Coover													
Robert Sideleau	•	•	•	•	•	•	•	•	•	•	•	•	
Roberta Stewart (Co-Chair)	•	•	•		•	•	•	•	•	•		•	
Ronald Lee									•		•		
Tom Kidder (Council Co-Chair)	•	•	•	•	•	•	•	•	•	•	•	•	
<b>Other Attendees</b>													
Ryan White Office	•	•	•	•	•	•	•	•	•	•	•	•	
Planning Council Staff	•	•	•	•	•	•	•	•	•	•	•	•	
Other Participants		Gabrielle Rosa, Joyce Poole											

#### (1.0) Moment of Silence

The meeting was called to order by Joanne Montgomery on behalf of Roberta Stewart at 2:06 pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

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## **(2.0) Welcome and Introductions**

Joanne welcomed everyone and advised them that it is a public meeting, and to be wise in sharing information. Meeting attendees introduced themselves.

## **(3.0) Co-Chair Announcements**

There were no co-chair announcements today. Joanne reviewed today's agenda with the committee.

## **(4.0) Approval of Committee meeting minutes:**

Joanne asked everyone to review the minutes from October 7<sup>th</sup>, 2010 meeting.

### **MOTION TO APPROVE 10/7 MINUTES: 1<sup>ST</sup> ROBERT SIDELEAU; 2<sup>ND</sup>: CHARLOTTE BURCH**

Discussion: Robert Sideleau raised his concern that he would like to see more information listed in last month's minutes. This suggestion opened the conversation regarding how much detail the committee would like to have listed while ensuring the minutes are in compliance with the By Laws. Discussion included a suggestion by Joanne Montgomery to use a tape recorder for the committee to record conversations; a bullet list of points and summary of outcomes by Roberta Stewart and a comparison of what the action items are and their outcomes by Robert Sideleau. Joyce Poole asked for clarification as well as to what the committee requires by definition of meeting minutes/summary. The interpretation of minutes will be reviewed under By Laws and will include any change that the committee would like to see moving forward. While the October minutes were in compliance with the By Laws it was felt by some that more information can be added including end results and general conversation. A revision of the October minutes reflecting more detail will be presented at the next meeting in December.

**For:** None

**Against:** Sideleau; Burch

**Abstentions:** Montgomery, Leach; Ramos; Moore; kidder, McCoy, Mitchell, Stewart

## **(5.0) New/Old Business**

### **(5.a.) Review PC Feedback from October Meeting**

The committee reviewed the feedback from the October Planning Council meeting. The responses overall looked very good and no issues need to be addressed.

### **(5.b.) Review SPA Planning Council Activity Timeline (PCAT)**

The PCAT was reviewed with the committee. Certain activities such as Directives; By Laws and the Statewide Needs Assessment are ahead of the PCAT.

### **(5.c) EIIHA (Early Identification of Individuals with HIV/AIDS-Unaware) strategies, review, discussion and action**

Tom Butcher began to explain that EIIHA strategies are to be used to identify individuals who may be unaware of their status. The 2011 RFP for service providers will include EIIHA and how it will be applied to service categories and the new Early Intervention Services (EIS) service category beginning in March 2011. A discussion opened regarding strategies developed by the CHAIR committee and a statewide group by the Department of Health to address different barriers with case management and standards of care with partner notification services. The committee continued to discuss the CHAIR committee and the participation of Planning Council with the CHAIR and representation of different members and ability for anyone to attend/participate.

### **(5.d) FY 2010 By Law Review (start)**

The committee began to review the By Laws and decided to focus today's discussions around the following two areas: committee attendance and minutes.

#### Minutes

Beginning with section 5.10 of the By Laws: Minutes, the committee reviewed the current language and discussed how to interpret the requirements of completing, filing and content of minutes. What language is necessary to keep because of FOIA was discussed and the committee asked that Planning Council staff

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research specific interpretation of this section in accordance with FOIA and the City of New Haven's regulations.

The committee also discussed each agenda item and how it should be represented throughout the minutes in regards to the summary of what occurred as well as what the outcomes and responsible parties should be. More specific detail of the minutes was discussed to be included moving forward. Key ideas that are raised throughout a meeting should be listed so they can be referred to in later meetings. Group level discussions should be included and not specific member conversations unless there are specific points being made that should be noted. Summary of specific summary points should include specific examples of what led to the decision being made. Continuation of this section being reviewed will commence after further research is conducted.

### Attendance

Joanne Montgomery raised concerns over the current attendance tables in the minutes and why they are not reflective of who is on the specific committees. Joanne also indicated that this process may not give the members a level of dedication to a committee or a process the committee is going through. Both Tom Butcher and Jeananne Cappetta explained that as of 2010 there no longer is a requirement that Council members are assigned to specific committees and that all Council members are listed for attendance for each committee. Only committee co-chairs will be identified as specific committee members on the attendance table. This decision was made last year and the By Laws were approved to reflect this new change. Committee members are expected to not miss more than 4 absences throughout the calendar year in accordance with Section 5.9 Attendance of the By Laws.

Leif Mitchell also explained the reason this decision was made for 2010 and that this has not been a problem for members especially with the change of the Quality Improvement committee only meeting six times per year. The committee also discussed this requirement where there was a mix of confusion that there was a change or that members continued to go to the committees that they always have and did not feel affected by the change. Overall committee members did not seem concerned with the new requirement and it was noted that this new requirement along with quorum requirements has helped committees to meet the quorum for voting during some meetings. This discussion will continue at the next meeting.

### **(6.0) Announcements**

- In Fairfield County Adult Mental Health Services are now available. Please contact Krystal Moore for more information.
- United Church of Green Street. From 12-1pm on December 1 there will be a World AIDS Days community event

### **(7.0) Adjournment**

The meeting was adjourned at 3:54 p.m.