

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, January 6th, 2011
Start Time: 2:06 p.m.
End Time: 3:58 p.m.
Location: The Greek Olive, New Haven
Presiding Chair: Roberta Stewart
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the December 2nd, 2010 SPA Committee meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Recruit/Promote Planning Council to increase PLWHA participation

Staff Assignments

- Preparing Meeting Summary
- Prepare Bylaws for January Planning Council meeting

Attendance Record – 2011

	Council Member	1/6	2/3	3/3	4/7	5/5	6/2	7/7	8/4	9/1	10/6	11/3	12/1
1.	Charlotte Burch												
2.	Adaline DeMarrais												
3.	Brian Kuerze	X											
4.	<i>Beverly Leach PC Co-Chair</i>	X											
5.	Ronald Lee												
6.	Jennifer Loschiavo	X											
7.	<i>Leif Mitchell PC Co-Chair</i>	X											
8.	Caesar Moffett, Jr.												
9.	Ken Teel												
10.	Kenneth McCoy	X											
11.	Krystle Moore	X											
12.	Joanne Montgomery Co-Chair												
13.	Clara Ramos												
14.	Christine Romanik												
15.	Gabrielle Rosa												
16.	Robert Sideleau	X											
17.	Roberta Stewart Co-Chair	X											
18.	Dennis Torres	X											
	Ryan White Office	X											
	Planning Council Staff	X											
	% of Council present:	50%											

Guests: Tom Kidder, Brian Datcher

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(1.0) Moment of Silence

Roberta Stewart called the meeting to order at 2:06 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

Roberta announced:

- SPA referred to Membership/Finance introduction procedure for Council members
- There is a recording device to capture information for the meeting summaries
- Roberta reviewed the agenda with the committee.

(4.0) Approval of December 2nd, 2010 Meeting Summary

A motion to approve the minutes of the December 2nd SPA Committee was made by Bob Sideleau and seconded by Beverly Leach.

For: Kuerze, Leach, Loschiavo, Mitchell, McCoy, Moore, Sideleau, Torres

Against:

Abstain: Stewart

(5.0) New Business/Old Business

a. Review Planning Council Feedback

The committee reviewed the feedback from the December Planning Council meeting. The feedback contained several areas of concern, especially around professionalism of a Council member. The committee discussed, at length, the data presented. The committee decided to forward the issue to Executive for appropriate action and follow up.

b. Review SPA PCAT

The committee reviewed the Planning Council Activity Timeline (PCAT) and determined the committee to be on track for January activities.

For FY 2011, the committee made the following recommendations:

- Planning Council Feedback review be moved to Membership/Finance committee as it pertains more to membership of the Council. This change will be effective March 1st, 2011 with the new grant year
- Quarterly review of the EMA's Early Intervention Services program
- Conduct Needs Assessment activities

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

The committee reviewed the EMA's 9 Unaware Strategies and updated the status of each:

#1: Collaborate with Department of Public Health (DPH) to train Ryan White Providers on partner notification to increase referrals. IN PROCESS

#2: Based on the EMA's epidemiological profile conduct a high risk assessment in nontraditional venues in which unaware PLWHA would frequent (i.e. soup kitchens, homeless shelters, gay bars, substance treatment facilities, etc)

#3 Establish a task force focused on Unaware PLWHA in conjunction with the Connecticut HIV Planning Consortium (CHPC) which includes participants from DPH, the Hartford TGA and the New Haven EMA. (CHAIR) IN PROCESS

#4 The Planning Council requested and received information from DPH with regard partner notification. DPH reported that the program had a 10% positivity rate. Based on this data, the

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Council will consider prioritizing and funding Early Intervention Services to bolster the current program's outcomes. IN PROCESS

#5 Conduct a Newly Diagnosed Needs Assessment during Spring of 2010 to inform the Council's 2011 PSRA process in regards to unaware PLWHA. DONE

#6 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. DONE

#7 Seat Partner Notification and prevention specialist on the Planning Council. TO BE DONE

#8 Utilize the EMA's regional network to collaborate and plan with regard to the EMA's Unaware Estimate. IN PROCESS

#9 In conjunction with the Ryan White Office, conduct a feasibility study of a peer outreach program to identify unaware PLWHA within the EMA. TO BE DONE

d. FY 2011 Bylaw Review (Complete)

The committee reviewed and finalized the FY 2011 Bylaws with 18 deletions, 14 moves and 6 formatting items:

Item detail:

1. changed co-chair name
2. Updated review date
3. Updated Council Staff fax number
4. Updated: Council membership is limited to two representatives from any organization.
5. Inserted: Any member who fails to perform his/her duties as discussed in Section 4.2(d) may be subject to removal.
6. Inserted: If a Planning Council member has concerns regarding the conduct and/or behavior of another Planning Council member, the member shall bring the concerns/issues to the Council Co-Chairs for resolution. If the issues/concerns are still not resolved, the Council Co-Chairs will bring the issue/concern to the full Executive Committee for corrective action which may include termination.
7. Updated Planning Council agenda format (including Training, moving Grantee's report, renaming Council Feedback and removing Conflict of Interest Introductions)
8. Updated Header and Footer to reflect FY 2011 review date

Motion to approve the FY 2011 Bylaws was made by Bob Sideleau and seconded by Beverly Leach

For: Leach, Loschiavo, Mitchell, McCoy, Moore, Sideleau, Torres

Against:

Abstain: Kuerze, Stewart

For a full track changed version of the FY 2011 Bylaws, please contact Planning Council Staff, Jeff Daniel at 877.336.5503 or jeff@collaborativeresearch.us

(6.0) Announcements
none

(7.0) Adjournment
The meeting adjourned at 3:58 p.m.