



# Ryan White Planning Council

New Haven & Fairfield Counties  
Robert Sideleau & Thomas Kidder, Co-Chairs

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## Planning Council Meeting Summary- **DRAFT** FAST FACT PAGE

**Meeting Date:** Friday, September 12, 2008 from 12:00 noon to 2:00 pm  
**Start Time** 12:15 pm  
**End Time:** 1:50 pm  
**Location:** Greek Olive Restaurant, New Haven  
**Presiding Chair:** Robert J. Sideleau  
**Recorder:** Sara Nichols, Planning Council Staff

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### Summary of Council Business Votes

- Approval of August 15, 2008 minutes
- Approval of FY2009 Directives
- Approval of the Membership Nominee

### Council Member Assignments

- Attend and participate in Committee meetings to contribute to the completion of mandated Council business.
- Recruit members for PC
- Encourage members of the public to attend the Council meeting and all Committee meetings.

### Staff Assignments

- Send discharge letters and renewal applications to six PC members
- Move the membership nominee to the City of New Haven Mayor's office for appointment
- Prepare September meeting summary.
- Update Website ([www.ryanwhitecare.org](http://www.ryanwhitecare.org)) with committee agendas and minutes
  1. Membership/Finance: prepare materials for membership reflectiveness and attendance summary.
  2. Quality Improvement: prepare final QM plan, site visit summary, and super pod primer



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## Welcome, Moment of Silence, and Introductions

Co-Chair Robert Sideleau called the meeting to order at 12:15 pm. Mr. Sideleau explained that the Council meeting is open to the public; members of the media or press may attend the meeting and noted that any disclosure of personal information – including HIV status – is voluntary. He asked meeting participants to use good judgment when choosing to share personal information. Robert Sideleau disclosed this meeting will be audio taped for staff to accurately account the discussion for the minutes. Members were asked to silence their cell phones and to refrain from text messaging. Mr. Sideleau led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

## (1.0) Co-Chair Announcements

Robert Sideleau provided the following announcements:

- (1.1) Today's agenda includes important votes on the Directives and Membership nominee and the PC brochure and ID card.
- (1.2) There is a contact sheet distributed for all members to verify their correct information for correspondences.
- (1.3) The Membership/Finance committee reviewed attendance records at their last meeting and discovered a number of members who will be discharged. The PC co-chairs, he and Tom Kidder met with Bill Quinn to discuss expediting renewal applications for these members to not fall out of compliance with HRSA requirements of PC composition.
- (1.4) Mr. Sideleau stated that the October committee meetings will be held at Hill Health Center and noted that there is an alternative entrance due to the current construction. The new entrance is on the corner of the building.

## (2.0) Public Comment

Tom Kidder explained that public comment period is set aside to hear the perspectives and opinions of people who are not Council members. Members of the public were invited to share comments with the Council.

- (2.1) Alex Garbara made an announcement of two fundraisers, one 9/12 and another 10/15.
- (2.2) Dennis Torres asked for a briefing from the All Parts conference in Washington. Robert Sideleau stated that will be presented during New/Old Business.

## (3.0) Approval of Meeting Summary

Members reviewed the Friday, September 12, 2008 meeting minutes for accuracy. Council members were reminded that they should abstain from voting on the minutes if they were not present during the meeting.

- (3.1) Leif Mitchell motioned to approve the minutes. Christine Romanik seconded the motion.
- (3.2) Corrections noted sections 6.3p, 7.2a, and voting recorded for Ken Teel.
- (3.3) **The Council approved the minutes as corrected: 13-0** with five (5) abstentions. *(Please see attached voting sheet detail for all Planning Council votes)*

## (4.0) Quality Improvement Committee

Charlotte Burch reported that the last Quality Improvement (QI) Committee meeting was held on August 8<sup>th</sup>. There was not a meeting in September and the next meeting is scheduled for October 3<sup>rd</sup>. The agenda for that meeting will include reviewing the site visit findings from all core services. She asked for more council members to attend the next meeting so the committee can have a quorum to vote on the minutes for 6/6/08 and 8/8/08 and the final Quality Management plan.



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---

## (5.0) Strategic Planning and Assessment Committee

Roberta Stewart reported for the SPA Committee that met on 9/4/08. The committee voted on the August meeting minutes, reviewed the feedback form, and developed the Directives to be voted on today. A handout was distributed with the motion from SPA.

(5.1) Planning Council feedback – Roberta Stewart stated she stressed how important the feedback forms are and reminded all members and public to complete their survey, this is confidential and the comments are taken very seriously. She noted that the committee will be reviewing the survey questions to make them more reflective questions of the current business of the council. From the August meeting, she stated there were a diversity of comments both on things that went well and the tension noted before. The comments have been taken seriously and it was suggested to the Executive Committee to develop a team building activity and refocus members for our work of the Planning Council business.

(5.2) Directives – Roberta Stewart referenced the handout with the motion from SPA committee. She provided background information on the purpose of the directives are developed by the PC to provide direction to the Ryan White Office to ensure system of service delivery is provided with the intention of the council for service priorities and allocations. The motion comes from committee, so it does not need a second. Discussion followed.

(5.2a) Roberta Stewart discussed the handout includes words in bold and a box to describe what has been adjusted or changed from last year. The discussion included the following:

- Directive 1.1 - Changes: noted in bold text: updated fiscal year; updated regional percentages per data as reported June 30, 2008; inserted “Membership” to the committee title.
- Directive 1.2 - Inserted first sentence per HRSA guidance; Per HRSA, Council is not to direct procurement processes thus committee developed second sentence to replace the following: “During the grant review process, under or un-requested funds may exist in a service category. In such instances, the Planning Council authorizes the Ryan White Office to shift funds into service categories that can absorb the additional funding. The Ryan White Office must keep under or un-requested funds within each respective region. Service categories shall receive additional funding according to the ranking established during the priority setting process.” Third sentence of Directive 1.2 stayed, with the striking of the procurement language. Fourth sentence inserted, originally part of Directive 1.4 that stated “to facilitate contractor accountability”. **Friendly Amendment to insert the word “expenditure” before report on the last sentence.**
- Directive 1.3 – no changes. **Friendly amendment to correct no-minority to ‘non-minority’.**
- Directive 1.4 - Changes: This directive has been removed as the issue of contractor accountability has been rectified by the Ryan White Office provider contract process.
- Directive 1.5 - Changes: Relabeled directive number from 1.5 to 1.4
- Directive 2.1 – no changes
- Directive 3.1 - Changes: none, however the Ryan White Office stated that the Council should be aware that this office does not have the capacity to monitor compliance of this directive. Roberta Stewart stated that the committee still felt this directive was important.

(5.2b) Adaline DeMarrais stated that she agrees that 3.1 is important for the sake of collaboration, however why have a directive that cannot be monitored. Further, she asked if is this a HRSA requirement to have this directive and stated her concerns if we need to provide evidence of compliance to HRSA.

(5.2c) Roberta Stewart stated that this directive was inserted a few years ago and was necessary for required collaboration. This is not a HRSA requirement.



# Ryan White Planning Council

New Haven & Fairfield Counties

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(5.2d) Robert Sideleau stated that the concept is good, and both the SPA committee and Executive Committee felt it should stay however noted that more attention should be looked at this for next year.

(5.2e) Ken Teel asked if the Directives would be voted on as a slate, and the response was yes. He noted this directive [3.1] is a waste of ink, time, and dollars.

(5.2f) Ric Browne stated that he has seen what this directive has been able to do, by getting consumers involved and empowered at the local level.

(5.2g) Roberta Stewart continued with the rest of the directives:

- Directive 3.2 – Changes: Inserted Committee to replace ‘Plan’. **Friendly Amendment to insert the word ‘and’ before Quality Improvement.**
- Directive 3.3 - Changes: Inserted CareWare to replace ‘Uniform Reporting System (URS)’

(5.2h) Roberta Stewart stated the committee would accept those friendly amendments made by Tom Kidder for Directives 1.2, 1.3, and 3.2.

(5.2i) Adaline DeMarrais asked if a committee, like Membership/Finance, could be charged for monitoring compliance to directive 3.1. Roberta Stewart responded that this is a contractor issue.

(5.2j) Tom Butcher stated that the Ryan White Office will try to do the best we can. Leif Mitchell asked if the funding was increased if that would help with monitoring. Tom Butcher responded that perhaps, however we will probably not receive an increase.

(5.2k) Roberta Stewart called the vote **The motion to approve the Directives as presented with the friendly amendments was passed – 12 yes, 1 no, 4 abstain** (see voting record).

(5.3) Roberta Stewart announced that the next SPA meeting will be on October 2<sup>nd</sup> from 2-4pm at Hill Health in New Haven.

## **(6.0) Membership / Finance Committee**

(6.1) Ken Teel reported for the Membership/Finance Committee that met September 4<sup>th</sup>. He stated that discussion topics included Reflectiveness; Absentees; New applicant for PC membership; Brochures and Membership cards.

(6.2) Mr. Teel stated we seem to be doing well on our representation requirements according to the graph that was presented to the PC members. On our target profile we also seem to be doing above and beyond our target, except for our African Americans which the target is 36% and we are at 29%. He stated that we are off target for regional representation for Stamford/Norwalk and Waterbury, however he noted that HRSA is not concerned about regions yet it would be nice for the planning body to have representation from these service regions.

(4.3) Mr. Teel stated according to the PC By-Laws meeting requirement, members are not to miss more than four (4) Planning Council meeting, no more than four (4) Primary Committee Meetings, and if applicable, no more than four (4) Executive Committee meetings. Based on this criteria, six PC members were discussed for discharge as PC members for not meeting their Primary Committee meeting requirement. There were five others who at this point are in the warning stage of being discharge if any more absents are recorded. He stated notification will be by letter immediately following this meeting. All members receiving discharge letters will be encouraged to reapply for rapid review and reinstatement. Mr. Teel stated he requested the attendance matrix for all members at the monthly Membership/Finance Committee meetings going forward so that the committee can better monitor attendance and work together to prevent further discharges.

(4.4) Ken Teel stated that the committee reviewed a membership application and the committee voted to move the nominee to the PC for a vote. Mr. Teel referenced the handout for the motion.



# Ryan White Planning Council

New Haven & Fairfield Counties

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- The Membership/Finance Committee presents the motion to move John Van Keuren for Mayoral appointment to the Planning Council. He lives in Region 3 – Bridgeport and meets requirements for Planning Council reflectiveness. There was no discussion. **Motion passed – 16 yes, 1 abstention.**

(4.5) Ken Teel stated the next meeting will be October 2 at 12-2pm at Hill Health in New Haven. The agenda would include developing a policy/procedure for co-chair replacement process, review of membership attendance, and expenditure reports for the first 6 months of the fiscal year.

(4.6) Ken Teel added that the Ryan White Brochure & Membership cards were review and some corrections were done for final acceptance by the PC members. The materials were distributed to the PC for review. The motion to accept these materials as presented comes from committee, discussion followed.

(4.6a) Dennis Torres asked who is the audience for the brochure. He suggested that the mission statement should be similar to the HRSA mandated mission.

(4.6b) Robert Sideleau responded that this brochure is for the general public to assist with recruitment of members. He stated the committee did not change the mission statement from this brochure once used in the past.

(4.6c) Ken Teel stated he did not recall discussion on the mission statement.

(4.6d) Javier Valez suggested the brochures should be translated into Spanish. In addition, he asked for a friendly amendment to use the word 'Purpose' instead of "mission". After further discussion, he withdrew his motion.

(4.6e) There was further discussion on each section of the brochure. The motion to accept the brochure as presented came from committee. **The motion passed, 14 yes, 1 no, 3 abstentions.**

(4.7) Ken Teel presented the membership ID card. The motion to accept the ID card as presented came from committee. **The motion passed, 15 yes, 3 abstentions.**

(4.8) Leif Mitchell asked as a point of process have we ever voted on these things before. Robert Sideleau responded no and that it is not a legal document.

(4.9) Adaline DeMarrais thanked the committee for their work and moving this through.

## (7.0) Ryan White Office Report (Grantee's Office)

(7.1) Tom Butcher reported on behalf of the Ryan White Office. He stated that he is currently working on the grant application is due September 29<sup>th</sup> with the submission date of September 25<sup>th</sup>.

(7.2) Mr. Butcher stated that the FY07-08 MAI fiscal year ended August 31<sup>st</sup> and that carryover may be possible. He stated Gail Glenn would present the available funds for carryover at the next MF committee. The committee will need to determine what service(s) to apply for, the application for the carryover request is due Oct. 30<sup>th</sup> to feds.

(7.3) Mr. Butcher stated that as of August 31, the 2<sup>nd</sup> quarter ended and reminded providers 6-month reports to the Ryan White Office are due Sept. 20<sup>th</sup>. He and Gail will have the expenditure report available at the next Membership/Finance Committee meeting in October. He stated there may be possible re-allocations to discuss.

(7.4) Mr. Butcher provided an update on the MAI request for FY08-09. He stated Region 4 had two proposals, both were successful. Region 2 did not have any proposals for the Substance Abuse treatment, \$6209 is available and Mr. Butcher stated that he is seeking guidance from the City of New Haven purchasing department for direction on getting these funds for consumers to access services.

(7.5) Tom Butcher stated that the council will need to revisit the contingency planning. He stated the we may find ourselves below \$5 million mark.



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New Haven & Fairfield Counties

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(7.6) Mr. Butcher stated that the FY07-08 MAI fiscal year ended August 31<sup>st</sup> and that carryover may be possible. He stated Gail Glenn would present the available funds for carryover at the next MF committee. The committee will need to determine what service(s) to apply for, the application for the carryover request is due later in October.

(7.7) Finally, Tom Butcher announced that Sara Nichols will be leaving Collaborative Research as of October 3<sup>rd</sup> and Jeff Daniel will be back supporting the Planning Council started at the Executive Committee on Oct. 9<sup>th</sup>.

(7.8) Ken Teel asked the question to Tom Butcher regarding the substance abuse dollars if it can be reallocated or do we have to give the money back. Tom Butcher responded that the council voted on what to do with the money however he is seeking the guidance from the City of New Haven Purchasing.

(7.9) Kara Capone asked if there was any update on the lawsuit status with Nassau/Suffolk TGA. Tom Butcher responded that Nassau/Suffolk TGA has been reinstated by the 2<sup>nd</sup> Court of Appeals and now in negotiations with HRSA's HIV/AIDS Bureau. He stated we may be in consideration for EMA next year but we haven't received written confirmation. Mr. Butcher described the court ruling of the lawsuit brought forth by the Nassau/Suffolk TGA would apply to us too as we are in the same 2<sup>nd</sup> Court of Appeals district. Hartford TGA is not part of that district. This would effect the fiscal year 2009.

(7.9a) Leif Mitchell stated that we don't know what this means as far as funding.

(7.9b) Tom Butcher stated that we have not received formal confirmation, therefore I cannot answer the funding question other than the designation would change [from TGA to EMA].

(7.9c) Dennis Torres asked if there would be retroactive harm payments.

(7.9d) Robert Sideleau stated that HRSA is looking to respond to this change on what this impact has had for Nassau/Suffolk first, then we would possibly be considered.

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

(8.1) Robert Sideleau responded to Dennis Torres request to provide an update from the All Parts Conference. In addition to the workshops he and Tom Kidder attended, they met with the HRSA Project Officer and others. He stated that a formal request was submitted for improving consumer involvement. Mr. Sideleau stated that they heard from other attendees that population-based planning was unique in the country, other EMA/TGA's were fascinated with this and this is the direction HRSA wanted to go.

(8.2) Tom Kidder added that San Antonio TGA was affirmed by many others in the country and we have the same professional staff [Collaborative Research]. He stated that all the workshops are listed on the website for HRSA.

(8.3) Adaline DeMarrais stated that she was not able to attend the disability conference in NYC, which was suppose to include a discussion on HIV/AIDS definition change to a chronic condition.

### **(9.0) Public Comment:**

(9.1) Alex Garbara stated that he is concernece about the consumers getting discharged. He asked what are the barriers that prevent them from attending and suggested maybe the requirements are too strict.



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### (10.0) Announcements:

- Robert Sideleau – Gay Bingo is going on hiatus.
- Jerod Geter – ask everyone to mark calendars for Saturday, October 4<sup>th</sup> for the AIDS Walk in Bridgeport
- Leif Mitchell – CDC released new estimates for PLWHA and the person who designed the model will be speaking at the Yale School of Public health on Sept 25<sup>th</sup>.
- Dennis Torres – CT AIDS Bike tour is kicking off on Thursday, Sept. 18<sup>th</sup>
- Leif Mitchell – CIRA received a 5 year award from National Institute of Mental Health
- Javier Valez – New Haven GLTB center youth group meets every Tuesday from 5-7pm

### (11.0) Adjournment

Tom Kidder thanked Council members for their work and adjourned the meeting at 1:50 pm.



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

	Council Member	1/11	2/8	3/14	4/11	5/9	6/13	7/11	8/15	9/12	10/10	11/14	12/12
1.	Jose Aquino		•	•	•	•				•			
2.	Carlos Barbier	•	•	•	•				•	•			
3.	Ariel Berrios				•	•							
4.	Henry Bethea	•	•	•	•	•	•						
5.	Ric Browne	•	•	•	•	•	•	•	•	•			
6.	Charlotte Burch	•	•	•	•	•	•	•	•	•			
7.	Adaline DeMarrais	•	•	•	•	•	•	•	•	•			
8.	Jose Garcia		•	•	•			•		•			
9.	Awilda Gonzalez	•	•	•	•	•	•		•				
10.	Jerome Harris	•	•	•	•			•		•			
11.	Africka Hinds-Ayala		•	•	•	•	•		•	•			
12.	Jerod Geter	•	•	•	•	•		•	•	•			
13.	Thomas Kidder	•	•	•	•	•	•	•	•	•			
14.	Jennifer Loschiavo						•		•				
15.	Leif Mitchell	•	•		•	•	•	•	•	•			
16.	James Pitts												
17.	Stacie Riveria								•	•			
18.	Christine Romanik	•	•	•	•	•	•	•	•	•			
19.	Robert Sideleau	•	•	•	•	•	•	•	•	•			
20.	Roberta Stewart	•	•		•	•	•	•	•	•			
21.	Ken Teel	•	•	•	•	•	•	•	•	•			
22.	Dennis Torres				•		•	•	•	•			
23.	Javier Velez	•	•	•		•	•	•		•			
24.	Angie Young	•	•	•	•	•	•		•				
	% of Council present:	86%	87%	83%	86%	82%	66%	63%	77%	75%			
	Ryan White Office	•	•	•	•	•	•	•	•	•			
	Planning Council Staff	•	•	•	•	•	•	•	•	•			
	Public Participants	9/12/08 – Sandra Gossart-Walker, Carolee Paruta, Matt Lopes, Clara Ramos, Alex Garbara, Debi Goslin, Kara Capone, Joyce Poole, Jason Margolin, John Sousa, Chris Cannon, Kimberly Fiore											

\* Note: The attendance chart has been updated to reflect current planning council members only (5/9/08)

<sup>1</sup> 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	8/15/08 Meeting Minutes Approval	Directives	Membership Nominee	PC Brochure	PC ID Card
	1 <sup>st</sup> Motion		SPA Committee	Membership/Finance Committee	Membership/Finance Committee	Membership/Finance Committee
	2 <sup>nd</sup> Motion		–	–	–	–
1.	Jose Aquino	AB	Y	Y	Y	Y
2.	Carlos Barbier	Y	AB	Y	Y	Y
3.	Ariel Berrios	NP	NP	NP	NP	NP
4.	Henry Bethea	NP	NP	NP	NP	NP
5.	Ric Browne	Y	Y	Y	Y	Y
6.	Charlotte Burch	Y	Y	Y	Y	Y
7.	Adaline DeMarrais	Y	Y	Y	Y	Y
8.	Jose Garcia	AB	AB	Y	Y	Y
9.	Awilda Gonzalez	NP	NP	NP	NP	NP
10.	Jerome Harris	AB	Y	Y	Y	Y
11.	Africka Hinds-Ayala	Y	Y	Y	Y	Y
12.	Jerod Geter	Y	Y	Y	AB	Y
13.	Thomas Kidder	Y	Y	Y	Y	Y
14.	Jennifer Loschiavo	NP	NP	NP	NP	NP
15.	Leif Mitchell	Y	Y	Y	Y	Y
16.	James Pitts	NP	NP	NP	NP	NP
17.	Stacie Riveria	Y	Y	Y	Y	Y
18.	Christine Romanik	Y	Y	Y	Y	Y
19.	Robert Sideleau	AB	AB	AB	AB	AB
20.	Roberta Stewart	Y	Y	Y	Y	Y
21.	Ken Teel	Y	N	AB	AB	AB
22.	Dennis Torres	Y	Y	Y	N	AB
23.	Javier Velez	AB	AB	Y	Y	Y
24.	Angie Young	NP	NP	NP	NP	NP
		<b>13-Y, 5-AB, 6-NP</b>	<b>13-Y, 1-N, 4-AB, 6-NP</b>	<b>16-Y, 2-AB, 6-NP</b>	<b>14-Y, 1-N, 3-AB, 6-NP</b>	<b>15-Y, 3-AB, 6-NP</b>

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