



Ryan White Planning Council

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

Planning Council Meeting Summary FAST FACT PAGE

Meeting Date: Friday, May 9, 2008 from 12:00 noon to 2:00 pm
Start Time 12:15 pm
End Time: 1:45 pm
Location: New Haven Gay and Lesbian Community Center, New Haven
Presiding Chair: Robert Sideleau
Recorder: Sara Nichols, Planning Council Staff

Summary of Council Business Votes

- Approval of April 11, 2008 minutes
- Approval of SIX (6) Special Populations for Priority Setting/Resource Allocation Process
- Approval of TWO (2) Members recommended for Mayor Appointment to Planning Council

Council Member Assignments

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

Staff Assignments

- Prepare May meeting summary.
- Prepare for Committee meetings
 - Strategic Planning & Assessment (SPA); TWO (2) meetings – May 15th and June 5th – Assess pathways to care and need/barrier/gap to care for selected special populations and regional variance.
 - Membership/Finance: June 5th – assist resource allocation process; review template of member ID cards, brochures and new member orientation
 - Quality Improvement: June 6th – finalize Quality Management plan and site visit self-assessment tools



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Welcome, Moment of Silence, and Introductions

Co-Chair Robert Sideleau called the meeting to order at 12:15 pm. Robert 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. Robert Sideleau asked meeting participants to use good judgment when choosing to share personal information. Robert Sideleau led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

Co-Chair Announcements

Following introductions, Robert Sideleau made the following Co-Chair announcements:

- Sara Nichols was welcomed in her new role as Professional Staff for Collaborative Research supporting the New Haven-Fairfield Counties Planning Council, among other duties.
- The business meeting agenda was presented to members and the public. Robert provided an overview of the facilitating the business of the meeting such that during committee reports, the Planning Council Co-Chairs would oversee the PROCESS of Q&A to assure order and timeliness for the meeting, and Committee Co-Chairs would manage the CONTENT from members & public questions. During public comment, the public was encouraged to address questions/comments in their preferred language.
- Items from the April 11th meeting ‘Parking Lot’ were addressed: The Member ID cards (Member/Finance Committee will be reviewing draft templates at their June meeting) and Table Tents/Name Badges, which has been implemented at this May meeting.
- Robert provided information regarding the recent court ruling in favor of the Nassau-Suffolk Counties TGA referencing the law of the 2006 Ryan White HIV/AIDS Treatment Modernization Act. He stated that Tom Butcher is currently following appropriate protocol to inquire if that court decision will have any impact on this TGA.
- Lastly, he stated that the monthly HRSA project officer conference call would take place on May 14th with the Co-Chairs and Grantee. In addition to the Grantee business, these calls are intended to inform the project officer of the accomplishments and/or challenges of the Planning Council’s activities.

Public Comment

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

- Matt Lopes with the City of New Haven informed the group that of the \$1.1 million of the State funded dollars, all providers have been drawing down and expending the funds. All funds are on track to be spent by June 30, 2008. He stated that he has not yet heard confirmation of the \$1.4 million expected for the July 1, 2008 – June 30, 2009 fiscal year.

Approval of Meeting Summary

Members reviewed the Friday, April 11, 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.

- Javier Valez motioned to approve the minutes. Ric Browne seconded the motion.
- Corrections: In public comment noted on page 5, Matt Lopes’ report was noted earlier on page 2. Delete line on page 5 starting with “Matt Lopes informed group”. Page 4 correction of Luiz Corzo (misspelling of name. Page 4 correction under Ryan White Report, delete duplicate bullet reference Region 1 report.
 - **The Council approved the minutes 15-0** with three (3) abstentions. *(Please see attached voting sheet detail for all Planning Council votes)*



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Quality Improvement Committee

Charlotte Burch reported for the Quality Improvement (QI) Committee that met April 18th and May 2nd.

- Agenda items for April included discussion of the Quality Management plan per the National Quality Center and the committee members all had homework assignments; There was an update on the Medical Case Management Standard of Care that is getting finalized soon by the Statewide “All Parts” Ryan White group; and lastly the committee agreed on a date and time to meeting per the new calendar.
- Agenda items for May included the Quality Management plan update, the preparation for the provider site visits, and the training to occur for Medical Case Management pending the outcome of the site audit data.
- Next meeting is scheduled for Friday, June 6th, 2008 at Visiting Nurse Association (VNA), New Haven.

Membership / Finance Committee

Ken Teel reported for the Membership/Finance Committee that met April 24th and May 1st, 2008.

- Agenda items for the April included a review of membership reflectiveness status of the Planning Council. Creating membership ID cards were approved by consensus, as was the re-implementation of identifiers at Planning Council Meetings (i.e. table tents and name badges). The April agenda also included SPA business of the Priority Setting and Resource Allocation process regarding the Special Populations data.
- Agenda items for May included review of Planning Council brochures – one for general PC information and the other for public consumers who may be looking for care information. A discussion occurred at the May meeting about the Executive Session protocol. The process is for PC members only, the motion to enter executive session must receive 2/3 vote to go in, and there must be a motion to adjourn.
- The Membership Committee received two applications for New Membership. Both applicants meet the Planning Council’s membership guidelines.
 - The first applicant is Stacie Rivera: selected committee is Membership/Finance; **The vote for Stacie Rivera to be approved and move forward to the Mayor was approved: 17 Yes, with 1 Abstention.** (*Please see attached voting sheet detail for all Planning Council votes*)
 - The second applicant is Jennifer Loschiavo: selected committee: SPA. **The vote for Jennifer Loschiavo to be approved and move forward to the Mayor was approved: 17 Yes, with 1 Abstention.** (*Please see attached voting sheet detail for all Planning Council votes*)
- Next meeting is scheduled for Thursday, June 5th, 2008 at Hill Health Center, New Haven.

Strategic Planning and Assessment Committee

Leif Mitchell presented the Strategic Planning and Assessment activities.

- First, the Planning Council feedback forms from the April 11th meeting were overall positive and helpful suggestions for improvements.
- Leif presented the first motion for the Population-Based Priority Setting and Resource Allocation process. A handout with the motion and the background was distributed to all meeting attendees (attached to minutes). **The SPA Committee moved to name the following SIX (6) groups (listed in no particular order) as the Special Populations for the Planning Council’s Priority Setting and Resource Allocation Process for fiscal year 2009-2010:**
 - **Latinos/as**
 - **African Americans**
 - **Injection Drug Users (IDU)**
 - **Foreign Born**
 - **Men who have Sex with Men (MSM)**
 - **Heterosexuals**
- The motion came from committee so no second was needed.
- Brian Datcher asked if the funding was going to follow just these populations, and if so, how would it account for overlap of categories (a person may fall into more than one ‘special population’ category. Leif responded that the funding is not intended for specific populations, however the services selected for funded should be considered to meet the needs of these special population. The care patterns for these populations will be the focus of upcoming SPA meetings.



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- Ken Teel asked for clarification if the groups listed were ranked in any order. Leif responded that these are not in any particular order.
 - Lynda Faye Wilson asked where people from other categories fit, such as Caucasians and young people. Leif responded that there is overlap within each of the categories.
 - Sara Nichols stated that the Priority Setting process is to set priorities for service categories, not populations, however HRSA had required that each TGA/EMA name the special populations unique to the funded geographic area thus the reason for this motion. The next step is to look at the specific services through the lens of these populations.
 - Ken Teel commented on the PSRA process discussions to date. His primary focus on the chronically homeless considers the high level of need of this group, many with co-occurring mental health and substance abuse issues and the use of expensive services (i.e. emergency hospital services). By focusing on populations with greatest needs may be cost effective to free up other resources. Second, Ken commented on his experience with this process whereas he has been involved in the PSRA many times in the past and this is the first time he has a true positive feeling that the council is going in the right direction by focusing on PEOPLE first in reference to the SERVICES, versus the other way around.
 - **The motion passed with 17 yes votes and 1 abstention.** (*Please see attached voting sheet detail for all Planning Council votes*)
 - A special working meeting is scheduled for Thursday, May 15th at Leeway in New Haven. Then the next scheduled committee meeting will be Thursday, June 5th at Hill Health Center in New Haven. The agenda continues the FY 2008 Priority Setting and Resource Allocation process by reviewing data on care patterns specific to the populations — how they come into services, stay in care and re-enter care. A reminder that ALL PLANNING COUNCIL MEMBERS AND THE COMMUNITY ARE INVITED TO ATTEND THESE IMPORTANT MEETINGS.

Ryan White Office Report (Grantee's Office)

Tom Butcher reported on behalf of Ryan White Office:

- He stated that Gail Glenn has been working tirelessly on provider contract execution. 90% of the providers had submitted the required information by the April 21st deadline; the remaining 10% run the risk of a financial penalty if their contracts are not executed by the May 21st deadline. Tom will provide a final report to the council at the June meeting.
- The Minority AIDS Initiative (MAI) contract expires July 31, 2008. Tom Butcher had submitted the reapplication to HRSA and awaits award announcement. The provider RFP is currently in development and will be released to the public late Spring/early Summer.

Old / New Business

- Robert Sideleau reported that the council received an email regarding the Ryan White eligibility cap. Currently providers use 300% of Federal Poverty Level, whereas CADAP uses 400% FPL. The Grantee and Council Co-Chairs are investigating HRSA's guidelines further.
- Adaline DeMarrais reported an issue with dental services in the TGA. There was a concern regarding the SPNS project in Norwalk (Special Projects of National Significance, HRSA funded a program entitled SMILES located in Norwalk, CT). There appears to be conflicting information for consumers with both fees for the dental services and transportation to/from services. Robert Sideleau stated both the eligibility FPL and SPNS dental issues will be added to the 'Parking Lot'.

Public Comment

Robert Sideleau explained that public comment period is set aside to hear the perspectives and opinions of people who are not Council members, he invited members of the public to share comments with the Council.

- Jennifer Loschiavo thanked the council members for their support and stated she looks forward to working with everyone.

Announcements

- **Next Meetings:**



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- Membership/Finance: Thursday, June 5th 12 – 2pm at Hill Health (New Haven) – assist resource allocation process; review template of member ID cards, brochures and new member orientation
 - Strategic Planning & Assessment (SPA); TWO (2) meetings – Thursday, May 15th 2-4pm at Hill Health (New Haven) and Thursday, June 5th 2-4pm at Hill Health (New Haven) – Assess pathways to care and need/barrier/gap to care for selected special populations and regional variance.
 - Quality Improvement: Friday, June 6th 12-2pm at VNA (New Haven) – finalize Quality Management plan and site visit self-assessment tools
- Ken Teel – fundraiser event at Shubert Theater, May 9th
 - Roberta Stewart – fundraiser event at WestConn, June 12th
 - Awilda Gonzalez – Thank you to the AIDS Life Campaign for a great experience at the AIDS Awareness Day in Hartford held on April 23rd.
 - Leif Mitchell – On behalf of the AIDS Life Campaign, Thanks to all participants at the AIDS Awareness Day. The activities were not as successful as prior years regarding the legislation outcome, however the media coverage was good and Awilda was on TV.
 - Tom Butcher – noted the City of New Haven Mayor has issued layoffs, particularly within the City's homeless services. More information is unfolding and he will keep the council abreast as needed. Kara Capone stated that most of the cuts are relating to the overflow shelters funded by the City of New Haven. She stated most cities receive funding from the Department of Social Services to operate these shelters, however New Haven does not.
 - Henry Bethea asked for guidance on how to describe the benefits of council membership. Charlotte Burch commented that for her it is to be a part of the process to better understand how changes can be made to improve the services for people living with HIV/AIDS. Robert Sideleau stated the Membership/Finance Committee is currently working on creating resources to help better clarify the role of the Planning Council and the services funded by Ryan White.

Adjournment

Robert Sideleau thanked Council members for their work and adjourned the meeting at 1:45 pm.



Planning Council Meeting Attendance Record¹

	Council Member	1/11	2/8	3/14	4/11	5/9	6/6	7/11	8/8	9/12	10/10	11/7	12/5
1.	Jose Aquino		•	•	•	•							
2.	Carlos Barbier	•	•	•	•								
3.	Ariel Berrios				•	•							
4.	Henry Bethea	•	•	•	•	•							
5.	Ric Browne	•	•	•	•	•							
6.	Charlotte Burch	•	•	•	•	•							
7.	Brian Datcher	•		•		•							
8.	Adaline DeMarrais	•	•	•	•	•							
9.	Jose Garcia		•	•	•								
10.	Awilda Gonzalez	•	•	•	•	•							
11.	Jerome Harris	•	•	•	•								
12.	Africka Hinds-Ayala		•	•	•	•							
13.	Jerod Geter	•	•	•		•							
14.	Thomas Kidder	•	•	•	•	•							
15.	Leif Mitchell	•	•		•	•							
16.	James Pitts												
17.	Christine Romanik	•	•	•	•	•							
18.	Robert Sideleau	•	•	•	•	•							
19.	Roberta Stewart	•	•		•	•							
20.	Ken Teel	•	•	•	•	•							
21.	Dennis Torres				•								
22.	Javier Velez	•	•	•		•							
23.	Angie Young	•	•	•	•	•							
	% of Council present:	86%	87%	83%	86%	82%							
	Ryan White Office	•	•	•	•	•							
	Planning Council Staff	•	•	•	•	•							
	Public Participants	5/9/08 – Matt Lopes, Ludger Pierre-Louis, Jennifer Loschiavo, Lydia Faye Wilson, Andrew, Kara Capone											

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

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



Planning Council Meeting Voting Record

	Council Member	4/11/08 Meeting Minutes Approval	New Member Approval	New Member Approval	Special Populations Approval
	1st Motion	JV	M/F Committee	M/F Committee	SPA Committee
	2nd Motion	RB	NA	NA	NA
1.	Jose Aquino	Y	Y	Y	Y
2.	Carlos Barbier	NP	NP	NP	NP
3.	Ariel Berrios	Y	Y	Y	Y
4.	Henry Bethea	Y	Y	Y	Y
5.	Ric Browne	Y	Y	Y	Y
6.	Charlotte Burch	Y	Y	Y	Y
7.	Brian Datcher	AB	Y	Y	Y
8.	Adaline DeMarrais	Y	Y	Y	Y
9.	Jose Garcia	NP	NP	NP	NP
10.	Awilda Gonzalez	Y	Y	Y	Y
11.	Jerome Harris	Y	Y	Y	Y
12.	Africka Hinds-Ayala	Y	Y	Y	Y
13.	Jerod Geter	Y	Y	Y	Y
14.	Thomas Kidder	Y	Y	Y	Y
15.	Leif Mitchell	Y	Y	Y	Y
16.	James Pitts	NP	NP	NP	NP
17.	Christine Romanik	Y	Y	Y	Y
18.	Robert Sideleau	AB	AB	AB	AB
19.	Roberta Stewart	Y	Y	Y	Y
20.	Ken Teel	Y	Y	Y	Y
21.	Dennis Torres	NP	NP	NP	NP
22.	Javier Velez	AB	Y	Y	Y
23.	Angie Young	Y	Y	Y	Y
		15Y, 3AB, 4NP	17Y, 1AB, 4NP	17Y, 1AB, 4NP	17Y, 1AB, 4NP

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



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Handout 5/9/08 *

SPA Motion for the May 9, 2008 Planning Council Meeting

Based on the extensive review of the data and integrated discussions with stakeholders in the process, the SPA Committee would like to propose the following motion:

The SPA Committee moves to name the following six groups as the Special Populations for the Planning Council's Priority Setting and Resource Allocation Process for fiscal year 2009-2010.

- **Latinos/as**
- **African Americans**
- **Injection Drug Users (IDU)**
- **Foreign Born**
- **Men who have Sex with Men (MSM)**
- **Heterosexuals**

BACKGROUND: The overall mission of the Planning Council is to ensure delivery of a comprehensive and integrated system of health and social services that guarantees **100% access to services and 0% disparity in health outcomes** for all persons living with HIV/AIDS in New Haven and Fairfield Counties and to strive to meet the needs of those affected by HIV/AIDS.

The funder of Ryan White Services, HRSA (Health Resources and Services Administration), requires Planning Councils to develop a Priority Setting and Resource Allocation (PSRA) process to ensure persons living with HIV/AIDS have access to the appropriate services they need. Specific affected populations, services, and resources (funds) are all considered during this process.

To initiate the PSRA, the Strategic Planning and Assessment (SPA) Committee was tasked with naming the six special populations specific to our Transitional Grant Area (TGA). The Committee has met four times over the last two months to review different sets of data to identify the populations that have the most need within our TGA. These populations or groups of people living with HIV/AIDS are referred to as *special populations*.

The committee looked at different sources of data including State and National HIV/AIDS epidemiology *, Ryan White Office commissioned-studies (In Care Needs Assessment, Out of Care Study, Special Population-based Study for Foreign-Born and MSM, and Full Population Based Chart Review), and eligibility information from DSS and CADAP. The data was interpreted using three different methods. Each time the data was examined the same populations/groups emerged.

* Epidemiology is the study of factors affecting the health and illness of populations, and serves as the foundation and logic of interventions made in the interest of public health and preventive medicine. It is considered a cornerstone methodology of public health research, and is highly regarded in evidence-based medicine for identifying risk factors for disease and determining optimal treatment approaches to clinical practice. The State Department of Public Health collects epidemiology data for all HIV/AIDS cases reported in the State. The CDC (Centers for Disease Control and Prevention) collects this data for all cases reported in the United States