



Ryan White Planning Council

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

Planning Council Meeting Summary FAST FACT PAGE

Meeting Date: Friday, April 11, 2008 from 12:00 noon to 2:00 pm
Start Time 12:10 pm
End Time: 2:00 pm
Location: Chase Wellness Center in Bridgeport
Presiding Chair: Tom Kidder
Recorder: Tracy Kulik for Planning Council Staff

Summary of Council Business Votes

- Approval of March 14, 2008 minutes

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 April meeting summary.
- Prepare for Committee meetings
 - Strategic Planning & Assessment (SPA); Three (3) meetings in April (April 15, 24—with Membership/ Finance) and 29th
 - Membership/Finance: Joint session on Priority Setting with SPA (April 24)
 - Quality Improvement: April 18th.



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Welcome, Moment of Silence, and Introductions

Co-Chair Thomas Kidder called the meeting to order at 12:01 pm. Tom Kidder 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. Tom Kidder asked meeting participants to use good judgment when choosing to share personal information. Tom Kidder 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

Tom Kidder made the following Co-Chair announcements:

- Following introductions, Tom Kidder announced that Sara Nichols and Joanne Montgomery have tendered their resignations to the Planning Council. Joanne Montgomery was thanked for her long and valuable service to the Planning Council, recently as a Planning Council Co-Chair. Sara was welcomed in her new role as Professional Staff for Collaborative Research supporting the New Haven-Fairfield Counties Planning Council, among other duties.
- On a sad note, Tom Kidder notified the Council that one of the members, Anthony Crafter, passed away. A card will be sent, extending condolences to his family.
- In addition, Tom Kidder welcomed two (2) new members to the Planning Council attending their first meeting—Ariel Berrios and Dennis Torres. Dennis has served on the Council in the past, and is a past Planning Council Co-Chair. Both were eagerly welcomed to the group.
- Tom Kidder also thanked Christine Romanik for her service as Interim Co-Chair of the Quality Improvement Committee, and announced that Charlotte Burch was invited, and accepted, to serve as Co-Chair of that group.
- Finally, Tom Kidder notified the Planning Council that the long-awaited website will ‘go live’ on Monday, April 14th. Past meeting minutes, Committee Agendas, the revised By-laws, Studies and many other relevant items are posted on the website. This will be kept up to date as a means to communicate events to the Planning Council members, their committees, the public and interested parties. The website address is the same as the ‘old’ site— www.ryanwhitecare.org.

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. Tom Kidder 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; \$700,000 has been expended to date. Four (4) agencies report no draw-down to date of monies that need to be expended by the end of June 2008.

Approval of Meeting Summary

Members reviewed the Friday, March 14, 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.

- Afrika Hinds-Ayala noted that while the minutes accurately indicate she attended, the voting record displays her as ‘not present’. She was present, and voted ‘yes’ for the four (4) votes that occurred. This revision will be made to the March 14th minutes.
- Ken Teel motioned to approve the minutes.
 - Ric Browne seconded the motion.
 - **The Council approved the minutes 15-0** with five (5) abstentions. (*Please see attached voting sheet detail for all Planning Council votes*)



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Quality Improvement Committee

Charlotte Burch, in her capacity as new Co-Chair, reported for the Quality Improvement (QI) Committee:

- The March 28th meeting of this Committee included a presentation of the findings of the Primary Medical Care pod and start of the update of the Quality Management Plan.
- The next meeting is scheduled for Friday, April 18th, 2008 at Hill Health Center from 12 noon -2 p.m.

Membership / Finance Committee

The primary business, resulting in the need for a motion, of Membership/Finance Committee from their February 28th meeting is approval of the re-allocation of funds based on received funds following Notice of Grant Award. In addition, two new members are being considered for approval to the Planning Council.

Ken Teel reported for the Membership & Finance Committee:

- The Membership Committee has a pending application for membership awaiting update of member reflectiveness to be considered at the April 24th meeting.
- Considerable discussion occurred about resurrecting the member orientation process, including an idea suggested by Jose Garcia that possible issue of a business card or name tag for Planning Council members occurs to professionally identify them to possible PLWHA seeking services. A related thought is to have Planning Council members identified during meetings by use of Table Tents. Outreach to other community planning bodies including the Regional Consortia and related entities such as the Connecticut Coalition to End Homelessness are under consideration both for member recruitment and data/information collaboration. Discussion of revising the member application form occurred. These items were placed in the 'Parking Lot' and will be assigned to Membership/Finance to further discuss.
- The next meeting of the Membership/Finance Committee is scheduled for Thursday, April 24th, 2008 at The Greek Olive New Haven, CT and will be jointly held with the Strategic Planning and Assessment (SPA) committee related to population-based priority setting.

Strategic Planning and Assessment Committee

Roberta Stewart presented the Strategic Planning and Assessment activities, with initial comment that the Planning Council feedback forms from the March 14th meeting were excellent. The focus of her and Leif Mitchell's discussion centered on the Population-Based Priority Setting and Resource Allocation process that has been initiated earlier in the year in hopes of including as many Planning Council members and community as possible; allowing full analysis of the multiple data sources used to make evidence-based decisions.

- A bullet point summary of the population-based priority setting and resource allocation was reviewed.
- Carlos Barbier inquired if HRSA still dictates use of special population groups or those with less access to care that may not be reflective of the epidemic in our area. Tracy Kulik responded that this was historically true, but changed in 2005/2006 to request six (6) groups that do reflect your epidemic (i.e. IDU).
- Roberta Stewart stated that in addition to determining a 'fact-based' list of special population groups, that these will be inclusive, not excluding any categories of PLWHA. She also stated that detail of their care process—how they come into services, stay in care and re-enter care—will be a new focus of the review. This consumer-based process will vary from the historical service category focus which is more provider oriented.
- The next committee meeting is scheduled for Tuesday, April 15th, at the Greek Olive restaurant in New Haven from 12 noon to 2 p.m. This initial agenda will use multiple data sources and criteria (updated Epidemiology including new HIV and AIDS cases, existing HIV and AIDS population, 'Late to Care' figures, those at 150% of the Federal Poverty Level or below and PLWHA with Limited English Proficiency to determine the six (6) population groups. The second meeting, to be shared with Membership/Finance on April 24th, will focus on the migration of service use through care entry, services used to stay in care and those accessed in re-entering care. This will also continue through the third meeting, on April 29th. Review of utilization data (Ryan White Part A) and costs/funding sources will happen in May.
 - Extensive discussion ensued with questions from Lynda Faye Wilson about:
 - Confidentiality of the full population-based chart review (no identified names)



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- Recommendation to use a process that doesn't exclude consumers (all invited)
 - Concern about 'repositioning' client self-identified exposure or transmission status (understood—does not happen—consumers self-declare on charts and through recently conducted needs assessment)

Luis Corzo asked how non-disclosed people are recorded with response by Tracy Kulik about means to determine which group they might belong to though she stated that this non-disclosure is a significant confounder in Connecticut Department of Public Health data and results in funding issues.

Ken Teel stated that he looks forward to the focus on how people actually access services versus how providers feel they 'should'. This focus responds to one of his initial reasons for joining the Planning Council.

Charlotte stated that some PLWHA obtain support services but might never get to primary medical care. Tom Butcher responded that offering services 'concurrently' or at the same time might respond to this concern.

Roberta Stewart and Leif Mitchell stated that although there is more data than ever, there will never be a complete data set. The intent is to make evidence or fact-based decisions with data to back up our determinations.

ALL PLANNING COUNCIL MEMBERS AND THE COMMUNITY ARE INVITED TO ATTEND THESE IMPORTANT MEETINGS.

Ryan White Office Report (Grantee's Office)

Tom Butcher and Gail Glenn reported on behalf of Ryan White Office:

- A slide presentation of Fiscal Year 2008 allocations by Service by Strategic Planning Region was shown to display 1) Dollars allocated vs. 2) Dollars requested vs. 3) Dollars actually awarded.
- Region 1 (New Haven) was the only region of the five planning regions to have eight (8) services that were over-requested. Three (3) services—Psychosocial Support¹, AIDS prescription drug assistance and Inpatient Substance Abuse were not 'bid' by any provider.
- Region 2 (Waterbury/Meriden/Naugatuck) requested dollars consistent with those allocated, with one exception that was 'over-requested' – Oral Health. No bids or applications were received for three services—Medical Nutritional Therapy, Psychosocial Support or Inpatient Substance Abuse.
- Region 3 (Bridgeport) also was even with dollars allocated versus requested. Three (3) services were not applied for—Medical Nutritional Therapy, AIDS Prescription Drug Assistance and Psychosocial Support.
- Region 4 (Stamford/Norwalk) was even with dollars allocated versus requested, with only one service 'over-requested' (Housing Assistance). Only one service was not applied for—psychosocial support.
- Region 5 (Danbury) was even for dollars allocated versus requested. All services were applied for within this region.

¹ Psychosocial support – defined as nutritional counseling provided by other than a registered dietitian. Typically applies to provision of nutritional supplements.



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Old / New Business

- ‘Parking Lot’ assignments of unresolved items that were discussed in both the March 14th and today’s (April 11th) Planning Council meetings were re-visited to ensure that the three (3) committees have addressed or will address these items.

March 14th PC Meeting	Status	April 11th PC meeting	Status
1. Explain Population based Priority Setting	Done—presented in SPA report	1. Consider business card or name tag for Planning Council members	Discussed in March 27 Membership/ Finance —will revisit.
2. Explain the Epidemiology Profile and Member Reflectiveness	To be updated by PC staff for Membership/ Finance and reported back in May meeting	2. Consider use of Table Tents to identify Planning Council members.	Already underway to occur in May or June PC meeting – refer to Membership/Finance .
3. Possible Community Forum?	To be discussed in Membership/ Finance and reported back in May meeting. Also refer to Regional Consortia on new website.	3. Caution SPA not to decide PLWHA ‘self-identity’ of exposure group and let PLWHA self-declare.	Noted—this occurs through full population based chart review and also is accomplished in recent Needs Assessment. Refer to SPA.
4. Provider Collaboratives, Regional Consortia	See above	4. Focus on Out of Care in addition to Clients receiving service in population-based PSRA	Already planned, but good reminder. Will occur through use of Out of Care study (posted on website). Refer to SPA.
5. Suggest members try to transport community members to Planning Council meetings.	Tom Kidder reminded the Council members of this need and implored them to consider helping.		

- Tom Kidder reminded members about the decision to move to single day committee meeting for the 2008 Council Meeting Schedule on the second Friday of each month. This conversion will occur in May, with a calendar distributed to all members. This calendar will be posted on the website, with the three (3) committees voting in April on the best day/time of the first Thursday or Friday of each month to host their sessions. (see Appendix with suggested Calendar for remainder of 2008).

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. Tom invited members of the public to share comments with the Council.

- Alex Garbera stated that information shared about the re-allocation of grant award was helpful and stressed the importance of consumer and public involvement in a population-based priority setting process.

Announcements

- **Next Meetings:**
 - Tuesday, April 15: First of three SPA meetings in April (April 15, 24, 29) at the Greek Olive restaurant in New Haven from noon – 2 p.m. with lunch served. April 24th is a joint meeting with Membership/Finance (same time, place).



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- Friday, April 18: Quality Improvement Committee at Hill Health Center, Room 390 from 12 noon – 2:00 p.m.
 - Thursday, April 24th Membership/Finance meeting at the Greek Olive in New Haven from 12 noon to 2 p.m. Jointly held with SPA regarding Population-Based Priority Setting process.

Robert Sideleau:

- A Potluck Gathering will occur on Sunday, April 13th from 1-5 p.m. at the Gay & Lesbian Center in New Haven
- MFAP's Gay Bingo will be held May 2nd at St. Paul's Church on the Green in Norwalk.

Adaline DeMarrais:

- On Wednesday, April 30th, the First Baptist Church in Bridgeport will host a speech on HIV/AIDS and HAART from 12 noon to 1:30 p.m. Lunch will be served and Case Managers can receive continuing education credits.

Leif Mitchell:

- The New Haven AIDS Walk will occur on Sunday, April 20th. Sign-up sheets and posters are available, with information being distributed at today's meeting regarding ways to participate or sponsor someone walking. This event benefits ten (10) organizations.
- On Wednesday, April 23rd, AIDS Awareness Day will occur on the North Steps of the Capitol Building in Hartford. This is the largest lobbying group for any cause, with lunch provided and t-shirts. Buses will leave from APNH (AIDS Project New Haven) and Liberty-Safe Haven in the morning, returning by 4 p.m.
 - *Ric Browne* offered that the Waterbury Consortia is also hosting a bus for this event;
 - *Awilda Gonzalez* offered that the Bridgeport Region has a bus leaving for this event from FSW at 475 Clinton Avenue at 8 a.m.;
 - *Dennis Torres* stated that the Stamford/Norwalk region is sponsoring a van;
 - *Roberta Stewart* stated that the Danbury consortia will be transporting people.
- Tracy Kulik will send an email request to all for specifics and have these posted to the website on Monday, April 14th.

Adjournment

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



Planning Council Meeting Attendance Record²

	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.	Anthony Crafter												
8.	Brian Datcher	•		•									
9.	Adaline DeMarrais	•	•	•	•								
10.	Awilda Gonzalez	•	•	•	•								
11.	Jerome Harris	•	•	•	•								
12.	Africka Hinds-Ayala		•	•	•								
13.	Jerod Geter	•	•	•									
14.	Thomas Kidder	•	•	•	•								
15.	Leif Mitchell	•	•		•								
16.	Joanne Montgomery	•	•	•									
17.	Sara Nichols		•	•	•								
18.	James Pitts												
19.	Christine Romanik	•	•	•	•								
20.	Robert Sideleau	•	•	•	•								
21.	Roberta Stewart	•	•		•								
22.	Ken Teel	•	•	•	•								
23.	Dennis Torres				•								
24.	Javier Velez	•	•	•									
25.	Angie Young	•	•	•	•								
	Ryan White Office	•	•	•	•								
	Planning Council Staff	•	•	•	•								
	Bill Quinn	•											
	Matthew Lopes	•			•								
	% of Council present:	86%	87%	83%	86%								

² Note: Council Members must not miss more than four Council meetings per year regardless of reason.



Planning Council Meeting Voting Record

	Council Member	3/14/08 Meeting Minutes Approval
#1		KT
#2		RB
1.	Jose Aquino	Y
2.	Carlos Barbier	Y
3.	Ariel Berrios	AB
4.	Henry Bethea	Y
5.	Ric Browne	Y
6.	Charlotte Burch	Y
7.	Anthony Crafter	NP
8.	Brian Datcher	NP
9.	Adaline DeMarrais	Y
10.	Awilda Gonzalez	Y
11.	Jerome Harris	Y
12.	Africka Hinds-Ayala	Y
13.	Jerod Geter	Y
14.	Thomas Kidder	AB
15.	Leif Mitchell	AB
16.	Joanne Montgomery	NP
17.	Sara Nichols	Y
18.	James Pitts	NP
19.	Christine Romanik	Y
20.	Robert Sideleau	Y
21.	Roberta Stewart	AB
22.	Ken Teel	Y
23.	Dennis Torres	AB
24.	Javier Velez	NP
25.	Angie Young	Y
		15Y, 5A, 5NP

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