



Ryan White Planning Council

New Haven & Fairfield Counties

Leif Mitchell & Roberta Stewart, Co-Chairs

Strategic Planning & Assessment Committee Meeting Summary - **FINAL** FAST FACT PAGE

Meeting Date: Thursday, July 3, 2008 from 12:00 to 2:00 pm
Start Time: 12:10 pm
End Time: 2:45 pm
Location: Optimus Health Care, Inc, Bridgeport, CT
Presiding Chair: Leif Mitchell
Recorder: Sara Nichols, Planning Council Staff

Summary of Council Business Votes

- Minutes Approved: 5/15/08 and 6/5/08
- Motion to move the ranked Service Priorities to the July 11th Planning Council meeting.

Council Member Assignments

- Review HRSA service definitions for consideration: (1) Health Insurance Assistance and (2) HIV/AIDS Medication assistance (local and non-HIV meds).
- Review 2008 Directives and past meeting minutes for consideration of the development for 2009 Directives.

Staff Assignments

- Post approved agenda and meeting minutes for 5/15/08 and 6/5/08 on website (www.ryanwhitecare.org)
- Prepare meeting minutes for 7/3/08.
- Prepare Feedback Summary from Planning Council Meeting on July 11, 2008
- Distribute HRSA service category definitions and 2008 Directives for council member review.

Attendance Record - 2008

	SPA Committee Members	1/15	2/19	3/26	4/15	4/24	5/1	5/15*	6/5	7/3	8/7	9/4	10/2	11/6	12/4
1.	Jerod Geter	•			•	•	•		•						
2.	Jerome Harris									•					
3.	Jennifer Loschiavo								•	•					
4.	Leif Mitchell	•	•	•	•	•	•	•		•					
5.	Roberta Stewart	•	•	•	•	•	•	•	•	•					
6.	Dennis Torres				•	•	•	•	•	•					
7.	Javier Velez	•	•	•	•	•	•	•	•	•					
8.	Thomas Kidder	•		•	•	•	•	•	•	•					
9.	Robert Sideleau	•	•	•	•	•	•	•	•	•					
	Ryan White Office	•	•	•	•	•		•	•						
	Planning Council Staff	•	•	•	•	•		•	•	•					
	PC Members & Public Participants	7/3/08 – Jose Aquino, Ric Browne, Adaline DeMarrias, Jose Garcia, Heather Garofalo, Awilda Gonzalez, Ken Teel													

* Meeting attendance policy does not apply for special meetings per By-Laws.



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Welcome, Moment of Silence, and Introductions

Leif Mitchell, Co-Chair of the Committee, called the meeting to order at 12:10 p.m. and welcomed members of the committee and the public. He asked that the participants silence their cell phones for the duration of the meeting and led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. He reminded the attending members that all meetings are open to the public and advised that care should be used when sharing any personal or private information. Mr. Mitchell announced that this meeting will finalize the process work on Priority Setting.

Approval of Meeting Summary

The Committee reviewed minutes from the May 15th (2nd draft) and June 5th meetings.

Leif Mitchell asked about the timeliness for website posting of the draft and final minutes and agendas. Sara Nichols responded that it will be posted at least one week in advance of the next meeting.

- A motion was made by Javier Velez to approve the May 1st meeting minutes. The motion was seconded by Robert Sideleau. Roberta Stewart noted there was more detail in this second draft of the meeting minutes. Two corrections were noted (pg 4, last paragraph, wording correction). There was no further discussion by the membership and the vote was called to question. Minutes were approved with the noted revision: 5 approved; 0 opposed; 5 abstained (see voting record).
- A motion was made by Javier Velez, seconded by Robert Sideleau to move the June 5th meeting minutes to a vote. Corrections noted pg 2 (name spelling) and pg 3 (wording correction). The vote was called to question and the minutes were approved: 5 approved; 0 opposed; 4 abstained (see voting record).

Co-Chair Announcements

- Roberta Stewart requested a point of clarification from PC Co-Chair Robert Sideleau on what agenda item would be appropriate to state the request for additional data that was made at the June 12th Executive Committee meeting. Mr. Sideleau responded that it would be appropriate to provide that information during Co-Chair Announcements.
- Roberta Stewart informed the committee that she had submitted a request to staff to provide the utilization data from the 2006 Full Population chart audit. This data was requested to be included in the review of service priorities for ranking.
- Leif Mitchell announced the Resource Allocation process would be covered in the Membership/Finance Committee per the announcement at the June 13th Planning Council meeting.

Old / New Business

- PC Meeting Feedback Summary:
 - Leif Mitchell presented the summary from the June 13th planning council meeting. There were 23 attendees at the meeting – 15 planning council members and 8 public members (83% response rate). He asked the committee to review the comments and asked if any themes need to be addressed further and if anything should be forwarded to the Executive Committee.
 - Mr. Mitchell requested staff to assign a number to each comment on the summary report to indicate different respondents.
 - Mr. Mitchell stated that it is unusual to receive multiple ‘No’ responses for #6 (safe environment to speak) and #8 (meeting held in a respectful manner). This information was concerning and he asked the committee for recommendations for corrective action.
 - Dennis Torres stated he didn’t remember people getting cut off, maybe the comments could be brought to Tom Butcher.
 - Roberta Stewart asked if it was the consensus by committee to bring the whole form to the Executive Committee.



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- Adaline DeMarrias recommended (a) the summary form should be presented to the Executive Committee and the acknowledged at the Planning Council, (b) the Exec committee could discuss ideas for suggested approach for presenting this information to the PC, and (c) this could be part of the PC co-chair announcements.
- Leif Mitchell stated that the SPA committee typically presents recommendations when any issues are presented to the Exec committee, however in this case he will report to the EC that the June 13th meeting feedback indicated there were 'environmental issues' at the last PC meeting and ask for the PC co-chairs to address the council with this observation and note efforts to improve in future meetings.
- **Priority Setting**
 - A handout of a revised PSRA presentation was distributed to illustrate the priority ranking comparisons side-by-side from FY2008 and the data sets the committee has been using (Full Population Based Chart review; In Care Needs Assessment; Out of Care Unmet Need Assessment).
 - Roberta Stewart noted that the goal of this SPA meeting was to set the priorities only. The Membership/Finance committee will be leading the Resource Allocation portion of the process going forward.
 - The committee first discussed what services to include in the ranking. Ric Browne asked why there was limited data supporting the food category, when in the Full Population chart review it was the #1 utilized service. Roberta Stewart suggested that since there is data to include Food category, that it should remain a service for priority setting. The committee had consensus to include Food.
 - Psychosocial support was discussed. Dennis Torres stated that this planning council determined the service definition for this was more stringent than the HRSA definition. Leif Mitchell stated this was added to this TGA last year as a funded service based on multiple changes in other HRSA's definitions and the council decided that it should continue providing services such as nutritional counseling by a non-registered dietitian.
 - Javier Velez stated that although there is limited data to support it, if it was available last year the council should consider keeping it available next year and that it should be part of the priorities list.
 - Robert Sideleau noted that during the priority setting process last year, each committee had taken a set of data and determined the rank order of services based on one data set. These rankings from each committee then were used to come up with one TGA set of priorities. The Unmet Need (or Out Of Care Study) that we are using this year came from last year's committee's work. That said, he stated that substance abuse outpatient and outreach were overwhelming issues to get people into care, the primary goal of the Ryan White program.
 - Dennis Torres stated he would like to see the utilization data for fiscal year 2007 to see how many people were served in those two categories since so much money was allocated for it last year.
 - Roberta Stewart reminded the group that this discussion was not about resource allocation and that the service categories are to be prioritized first based on the data available.
 - Jose Aquino stated we need to see what works and what doesn't, and what is a priority for our patients now, for example Food is a priority. In addition, how do we know that people are getting quality care.
 - Adaline DeMarrias commented on how we can respond to the economic situation, such that the environmental crisis is critical to take into consideration as we set priorities for our clients.
 - Robert Sideleau stated the goal of the meeting is to set service category priorities and to table the resource allocation discussion to the next step of the process.
 - Tom Kidder commented on the data indicating that this is the most comprehensive sets of data the council has ever had to utilize in this process. He noted that every study is conducted at a point of



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time to reflect the needs or issues of those surveyed at that time. The most recent study was conducted just this year in 2008 asking consumers what their needs, barriers, and gaps were for maintaining medical care. He added this committee should move forward with the information we have in front of us and do the best we can to complete the process.

- Roberta Stewart suggested that we use all the service categories on the list for consideration of ranking. The committee had consensus on this recommendation.
- Heather Garofalo inquired how the service categories go from priority to allocation. She stated that dental is a severe issue and noted that it was not represented as a strong need based on the data sets presented. She asked where she should bring the data to support the demonstration of need. Leif Mitchell responded the resource allocation discussion may be a good place for her to bring this information.
- Dennis Torres asked when the committee would discuss service definitions as that would be needed for accurate ranking for medication assistance and health insurance assistance. Leif Mitchell asked for this to be put on the parking lot for possible discussion at the next SPA meeting.
- Leif Mitchell asked the committee to determine a systemic process for how to rank these listed service categories. The committee discussed different methods (1) a mathematical formula or (2) looking at FY2008 rank number and move higher or lower based on the data sets.
- Staff had a flip board with a list of all service categories for consideration. Leif Mitchell led the discussion with Roberta Stewart agreeing to record committee feedback on the flip board.
- Leif Mitchell noted the time. He suggested the committee could set an additional meeting time to come to conclusion on the ranking method and to complete the priority setting, or seek for a motion to extend the meeting.
- Robert Sideleau requested the co-chair to call a vote to move to extend the meeting to complete the whole process. Ken Teel motioned to extend the meeting by 30 minutes, Javier Velez seconded the motion. Motion passed (see vote record).
- Leif Mitchell continued the discussion on method of ranking. Committee came to consensus to look at the FY2008 and move the rank order higher or lower based on all the data sets presented.

<i>Fiscal Year 2008-2009</i>	<i>Service Categories</i>	<i>Fiscal Year 2009-2010 ranking and rationale</i>
8	Outpatient/Ambulatory Medical Care	1. This is the primary goal for all consumers to be enrolled into medical care so it is the #1 priority for the TGA
2	Medical Case Management Services	2. Data supported to keep at same rank
1	Housing Services	3. data supported high ranking due to need, barrier, gap survey responses
4	Substance Abuse Services (Outpatient)	4. data supported to keep at same rank
6	Mental Health Services	5. data of sequence of services indicate this core service is needed in conjunction to SA tx
5	Substance Abuse Services (Inpatient)	6. data indicated a significant rated gap in this service.

Leif Mitchell called for a motion to extend the meeting to complete the process. Ken Teel made the motion to extend the meeting by 15 minutes, Javier Velez seconded the motion. The motion passed (see voting record).



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<i>Fiscal Year 2008-2009</i>	<i>Service Categories</i>	<i>Fiscal Year 2009-2010 ranking and rationale</i>
10	Medical Transportation	7. data supported a high need and gap to move this ranking higher than last year
9	Emergency Financial Assistance	8. data seemed to support similar ranking as last year.
11	Food Bank/Home Delivered Meals	9. utilization data supported moving this ranking higher than last year.
7	Oral Health Care	10. data did not indicate a strong support for this core service however it did receive responses in the in care study to validate this ranking.
3	Outreach Services	11. out of care data supported keeping this service, however moved the priority lower based on limited data. (Note: the committee recommended conducting a Provider Study to compare with the Out of Care study determine effectiveness of outreach for RW services)
13	AIDS Pharmaceutical Assistance (local)	12. in care study data indicated high need for this service to remain a priority. Committee recommended revisiting the PC and the HRSA service definition for inclusion in FY2009.

- Leif Mitchell called for a motion to move this list as ranked to the July 11th Planning Council meeting. Ric Browne made the motion, Javier Velez seconded the motion.
- Discussion occurred. Dennis Torres noted there are items that came up in the needs assessment that should be addressed, such as the health insurance issue being a high need and barrier for consumers. Committee members agreed this should be added to the priority list.
- Leif Mitchell asked for a friendly amendment to include Health Insurance Assistance to the list as priority #13. Ric Browne accepted the friendly amendment to his motion, Javier Velez seconded the amendment. Motioned passed (see voting record).

N/A	Health Insurance Assistance	13. in care study data indicated a need and barrier for this service to be added as a priority. Committee recommended reviewing the HRSA service definition to include for FY2009.
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- The priority list will be presented to the 7/11/08 planning council meeting with the 13 listed categories as discussed.
- Dennis Torres requested that the SPA committee revisit the HRSA and Planning Council service definitions for Health Insurance Assistances and local AIDS pharmaceutical assistance. Leif Mitchell asked for a motion to include this on the 8/7/08 agenda. Robert Sideleau made the motion, Ken Teel seconded the motion. The motion passed (see vote record).

Announcements

- **Next Meetings:** Thursday, August 7th, 2-4pm at Hill Health Center (New Haven)



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Adjournment

Leif Mitchell thanked Council members for their work and adjourned the meeting at 2:45 pm.

Voting Record

	PC Committee Members	5/15/08 Meeting Minutes	6/5/08 Meeting Minutes	Motion to extend the meeting 30 minutes	Motion to extend the meeting 15 minutes	Motion to move Service Priorities to 7/11/08 PC Mtg	Motion to review 2 service definitions at 8/7/08 SPA mtg
1.	Jerod Geter	NP	NP	NP	NP	NP	NP
2.	Jerome Harris	NP	NP	Y	Y	Y	Y
3.	Jennifer Loschiavo	AB	Y	Y	Y	Y	Y
4.	Leif Mitchell	Y	AB	AB	AB	AB	AB
5.	Roberta Stewart	Y	Y	Y	Y	Y	Y
6.	Dennis Torres	Y	Y	Y	Y	Y	Y
7.	Javier Velez	Y	Y	Y	Y	Y	Y
8.	Thomas Kidder	NP	NP	NP	Y	AB	Y
9.	Robert Sideleau	Y	Y	Y	Y	AB	Y
10.	Jose Aquino	AB	NV	Y	Y	Y	Y
11.	Ric Browne	AB	AB	Y	Y	Y	NV
12.	Adaline DeMarrias	AB	AB	Y	Y	Y	Y
13.	Jose Garcia	AB	AB	Y	Y	AB	Y
14.	Awilda Gonzalez	NP	NP	Y	Y	NV	Y
15.	Ken Teel	NP	NP	Y	Y	Y	Y

Y = yes; O = opposed; AB = abstention; NP = not present at time of vote; NV = no vote