



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, June 5, 2008 from 2:00 to 4:00 pm
Start Time: 2:10 pm
End Time: 4:00 pm
Location: Hill Health Center, New Haven, CT
Presiding Chair: Roberta Stewart
Recorder: Sara Nichols, Planning Council Staff

Summary of Council Business Votes

- None

Council Member Assignments

- Review handout distributed at the 6/5/08 meeting. Homework to compare the service category ranking of FY2008 with the new data for the (1) TGA overall USE/BARRIER/GAP as it relates to the (2) Special Populations ranking of USE/BARRIER/GAP and (3) Regional Variances.
- Prepare for finalizing service priorities at the July 3, 2008 meeting; send questions to Sara Nichols (sara@collaborativeresearch.us) for any data clarifications needed prior to 7/3/08 meeting (copy PC co-chairs and SPA co-chairs on any email correspondence.)

Staff Assignments

- Post approved agenda and meeting minutes for 5/1/08 on website (www.ryanwhitecare.org)
- Prepare meeting minutes for 5/15/08 (2nd draft) and 6/5/08.
- Prepare Feedback Summary from Planning Council Meeting on June 13, 2008
- Update data handout for Committee meeting – add comparative data set for ranking of services (i.e. Out of Care – unmet need assessment)

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 | 6/5/08 – Awilda Gonzalez | | | | | | | | | | | | | |

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



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Welcome, Moment of Silence, and Introductions

Roberta Stewart, Co-Chair of the Committee, called the meeting to order at 2:10 p.m. and welcomed members of the committee and the public. Ms. Stewart 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. She 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. Ms. Stewart announced that this meeting will continue the process work on Priority Setting and Resource Allocation.

Approval of Meeting Summary

The Committee reviewed minutes from the May 1st and May 15th meetings.

- A motion was made by Tom Kidder to approve the May 1st meeting minutes. The motion was seconded by Jerod Geter. Dennis Torres noted to update his attendance to indicate his presence at the meeting. There was no further discussion by the membership and the vote was called to question. Minutes were approved with the noted revision: 6 approved; 0 opposed; 2 abstained (Jennifer Loschiavo and Roberta Stewart).
- A motion was made by Robert Sideleau, seconded by Javier Velez to move the May 15th meeting minutes to a vote. Discussion regarding insufficient detail from that meeting noted in the minutes. Robert Sideleau noted that all public meetings need detailed minutes in an effort to capture the discussion and learnings from the data sets should be noted. The vote was called to question and the minutes were not approved: 0 approved; 7 opposed; 1 abstained (Roberta Stewart). The minutes will be updated and brought forth to the July 3rd meeting.

Old / New Business

- PC Meeting Feedback Summary:
 - Roberta Stewart presented the summary from the May 9th planning council meeting. There were 24 respondents – 18 planning council members and 6 public members (75% response rate). All areas were marked positive with a note about the seeking more information about the dental service provided by the SPNS project. There was also a note to update the Spanish translation of the feedback form. There was nothing to move to Executive Committee for further review.
- Priority Setting
 - A handout of the PSRA process roadmap was distributed. Dennis Torres asked a question regarding when the cost per special population will come. Robert Sideleau announced the Membership/Finance committee will work together on the Resource Allocation piece.
 - A handout of the 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).
 - Dennis Torres commented that this was good data, however it is sometimes overwhelming. The special population analysis seems more of a quality improvement process or competency training issue.
 - It was identified that the handout for regional variances had errors and Sara Nichols provided the corrected information for all committee members to complete their handouts.
 - Robert Sideleau commented that the TGA is not an exact summary of the services for each special population.
 - Participant commented that each special populations use services differently.
 - Tom Butcher commented that this is the first year the council has had such rich data to utilize for this process.



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- Tom Kidder commented that across the TGA, the summary sections seem reflective of the needs of the special populations and the regions. He noted that the barriers were significant for the areas of Housing, Mental health, substance abuse outpatient and inpatient and non-HIV medications.
- Dennis Torres asked if the committee could revisit the service definition for the Ryan White's funding of non-HIV meds. Roberta Stewart noted this would be a parking lot item to address at a later date as the service definitions have already been set this year.
- Roberta Stewart lead the group to select the service categories that would be considered for the next step of ranking in order of priorities for the TGA based on the data reviewed to date, while keeping in focus on the most severe populations in need.
- Discussion of Outreach and In-Reach does not show in the current handout. Roberta Stewart asked for the Out Of Care data to be listed in the same format for the next meeting so the committee can review.
- The list of services discussed by committee include: All core services (with the inclusion of Mental health for limited English/Spanish only); 6 key supportive services (housing, SA IP, transportation; EFA; AIDS medication assistance; outreach). Service categories that need further discussion related to either limited supportive data or not a category designated by this Planning Council include: food bank/home delivered meals; medical nutritional therapy; psychosocial support services; non-HIV meds; health insurance assistance. Other services that appeared in the needs assessment summary that were not HRSA service categories included job assistance; SSI; child care; Section 8. The latter services will not be included in the priority setting ranking.
- Dennis Torres requested service definitions for each of HRSA's service categories to be available for next meeting, in particular non-HIV meds and health insurance assistance.
- Robert Sideleau stated if committee members have questions or need more information in order to complete the next task (ranking services for the TGA), to send questions to Sara Nichols prior to the July 3rd meeting.

Announcements

- **Next Meetings:** Thursday, July 3rd 2-4pm at Optimus Health Care (Bridgeport) – finalizing the Priority Setting Process and moving the Resource Allocation Process.

Adjournment

Roberta Stewart thanked Council members for their work and adjourned the meeting at 4:00 pm.