



Planning Council Meeting Summary

Meeting Date: Friday, April 17, 2009

Start Time: 12:17 pm

End Time: 1:30 pm

Location: Center for Human Services, Stratford

Presiding Chair: Tom Kidder

Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 3/13/09
Proposed meeting time and/or date change for Mem/Fin, SPA, Exec & PC
FY '09-'10 Service Priorities

(1.0) Moment of Silence

Co-Chair Tom Kidder called the meeting to order at 12:17. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

(2.0) Welcome and Introductions

Tom asked everyone to silence electronic devices. He also reminded everyone that this is a business meeting and open to the public, so members of press or others could attend. He cautioned participants to be judicious regarding their HIV status and/or with Person Health Information (PHI). He welcomed all members and asked council members and guests to introduce themselves and state any affiliation.

(3.0) Co-Chair Announcements

Tom announced that Ken Teel would be completing his term as Council member and Co-Chair of the Membership/Finance Committee. He thanked Ken for his years of service on the council and the leadership role he has taken. Tom also announced that Jerod Geter would be the new Mem/Fi Co-Chair and welcomed him to the position. He encouraged the committee members to assist the new Co-Chair and provide support and guidance for him in this new role.

He reported that we had a phone call with the HRSA Project Officer this month. Discussed was an update on Part B funding being released, and that HRSA is working on the final Notice of Grant Award for Part A funding. Also discussed was a request for Technical Assistance on the issue of Consumer Participation, and a formal email was submitted by the Co-Chairs to the Ryan White Office. The RWO has asked that our request be defined more specifically, and then it will be submitted to our HRSA Project Officer.

Tom also announced that Bob Sideleau has submitted his resignation from Co-Chair of the Council to the Mayor. This means that the Co-Chair Nomination Process is beginning to identify candidates for an election to replace Bob. He noted that there was one application received by today's meeting. More information on this would be covered in the Membership/Finance portion of the meeting.

(4.0) Public Comment

none

(5.0) Approval of Meeting Summary

(5.1) Members reviewed the Friday, March 13 minutes for accuracy.



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(5.2) Bob Sideleau motioned to approve the minutes. Adaline DeMarrais seconded the motion.

(5.3) The Council minutes were approved without corrections.

(Please see attached voting sheet detail for all Planning Council votes)

(6.0) Planning Council Committee Reports

(6.1) Membership Finance Committee

(6.1.1) Ken Teel reported that the Membership/Finance (M/F) met on Thursday, April 2nd and talked about developing a plan to address reflectiveness of the Planning Council membership. The council is in need of representation in the following areas: Males, Latinos, and participation from the Waterbury region. Also discussed was the implementation of the plan. The plan is comprised of 3 elements:

- 1) Outreach to the Continua in each region
- 2) Outreach to Medical Case Managers
- 3) Change in the meeting times

(6.1.2) A discussion was held regarding changing the meeting times and/or dates to accommodate more involvement on the Planning Council. Ken brought forth a motion on behalf of the committee: The Membership/Finance Committee makes a motion that the Mem/Fi Committee meet on the first Thurs. of every month starting June 4th, from 4:30pm to 6pm, and that the SPA committee meet the same day from 6pm to 7:30pm, and that the Executive Committee meet on the second Thurs. of every month starting June 11th, from 4:30pm to 6pm, followed by the Planning Council from 6pm to 7:30pm. Since the motion comes from committee, no second is required. Discussion that followed included:

(6.1.3) As we are reaching out to Case Managers to get consumer participation, there would be difficulty for agency staff members to transport consumers to the meetings if they are held in the evenings. Also that at least one member not present at today's meeting and stated they would have to resign, because evening time is time spent with family.

(6.1.4) Another member stated that their day begins at 7 to 7:30am, and so would require an extremely long day to achieve work and to participate on the council. Concern about whether a consumer who worked an 8 hour day would really want to participate in the meetings.

A member stated that one of the objectives behind this idea was to try this time change to see if it impacted new members joining the council membership.

(6.1.5) Tom Kidder pointed out that, with the departure of Ken Teel and Bob Sideleau, and some members that will fall out of compliance with attendance soon, that the council membership would drop to 12, and that we should have approximately 20 to 25 members. Also these departures mean that the Council will fall out of compliance with the HRSA mandated representation on the Council. One of the requirements for our funding is that the Co-Chairs submit a letter to HRSA that states that we are in compliance with reflectiveness, and if not, to identify the plan to correct the issue.

(6.1.6) A question was asked about whether we did exit interviews for the members that have left. Staff responded that they were and anecdotally the reasons given included: tired of fighting at the council or committee meetings, conflict with work hours, or getting time off from job, also potential members expressed problems with the distance to travel whether New Haven, or Bridgeport.

(6.1.7) A member stated that some of the issues have been addressed, the tension on the Council has been reduced greatly, and it will take time for that perception to get out into the community. There was a question about what data was used to make this decision/recommendation. A study from past years was referenced that asked consumers about what the barriers were to attending and the time of the meetings wasn't a main reason. Perhaps the issue might be the length of the meetings, since many meetings don't really last the full 2 hours. It was recommended by a member that we study the



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issue and see if there are other things the council can do to address the issue, including conference calling for those not able to be present.

Additionally the time for the SPA meeting, 6pm to 7:30pm is too late in the day to hold the kind of in-depth discussions.

(6.1.8) Waterbury was used as an example that maybe attendance requirements be looked at for participation in different meeting locations.

(6.1.9) Ken Teel stated that he would be changing jobs soon, and would be working in the for-profit sector and would be unable to say to his new employer that he would need 6 hours off from work each month to participate. Also he knew of 2 individuals who are Latino and work in the construction industry and cannot participate in these meetings specifically because of the meeting times, and the confidentiality issue in asking for the time off.

(6.1.10) Tom Kidder stated that he knew of clinical providers, ID Drs & APRNs, who were also unable to participate because of the meeting times falling directly during clinical office hours.

(6.1.11) AETC was discussed as being able to get clinicians to attend their meetings. More investigation was required.

At the Exec Committee, brochures were asked for to distribute at AIDS Walk New Haven, but it was stated that there was no money in the budget for printing. It was stated that this indicates that we really have no recruitment strategy.

(6.1.12) Another member suggested that to get greater consumer participation was the idea of offering stipends for participation. Food vouchers or store vouchers to pay to consumers for being there.

(6.1.13) The Ryan White Office stated that there was no funding for this, and RW funding could not be used for this purpose.

(6.1.14) Members suggested that the Council have fundraisers like we did for the 10th Anniversary party, or look to pharmaceutical companies to contribute funding.

Several members agreed that paying consumers in some way for their time was often a successful way to get participation.

(6.1.15) Tom Kidder called the motion to a vote.

(Please see attached voting sheet detail for all Planning Council votes)

The next Mem/Fi meeting will be May 7th at noon, at Optimus in Bridgeport.

(6.2) Strategic Planning & Assessment Committee

(6.2.1) Leif Mitchell reported that SPA met on Thursday, April 2nd and reviewed the Planning Council Feedback forms. The committee was pleased to report that the March meeting received very positive feedback and that the committee is very happy with the new feedback form.

(6.2.2) The committee also reviewed the data sets required for the Priority Setting and Resource Allocation process. They included: Epidemiology, Service Utilization for FY2008, Other Funding, Unmet Need Estimate.

(6.2.3) The committee decided to bring forth a motion today to reaffirm the FY2009 Priorities for the FY2010. The reasoning behind this motion was because there were no new data sets. Since it comes from committee, no second is required.

(6.2.4) Then the committee Co-Chair stated that after discussion at the Exec Committee, it was felt that this motion was premature, and that it was suggested that there needed to be a more thorough process. Part of the requirement for the HRSA Grant Application was to specifically spell out the process that was used. Priority Setting and Resource Allocation are the primary functions of the Planning Council, and so the process needed to be undertaken in a more complete way.



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(6.2.5) The RWO stated that there was new data that should be examined and that this important decision must be made with updated data.

(6.2.6) A request was made to also consider adding Early Intervention Services to the Priority list for FY2010. This is an important core service that may replace Outreach, which is a supportive service, and that EIS is also more encompassing in bringing into care and supporting people in care.

(6.2.7) Another member asked that we be sure to consider the financial environment when we are going through the PSRA process.

(6.2.8) Also Medical Nutritional Therapy and Psycho/Social Support services were mentioned as having been dropped in FY2009, and that there should be a review as to whether this should be added back to the Priority list.

(6.2.9) Tom Kidder called the motion to a vote.

(Please see attached voting sheet detail for all Planning Council votes)

The next SPA meeting will be May 7th at 2:00pm at Optimus in Bridgeport.

(6.3) Quality Improvement Committee

(6.3.1) Charlotte Burch reported that there was no QI meeting in April. However the Super Pod process continues to look at the Standards of Care across disciplines. As always the discussions are robust and include topics around System Level standards, the concept of Early Intervention Services as a service option, and that we meet or exceed benchmark standards in almost all categories, except Mental Health.

The next meeting of the QI will be May 8th at Noon at Optimus in Bridgeport.

(7.0) Grantee Report

(7.1.1) Tom Butcher reported that there was still no Notice of Grant Award for the remaining funding for FY2009. There is no timeline available for when that the funding may come in. The city has moved ahead with 6 month contracts for now to get the funding out into the community.

(7.1.2) The CAREWare conversion is continuing. Agencies are coming online with the Hartford based server.

(7.1.3) The RWO also suggested to the Council Co-Chairs that a way to address the problem of Compliance with the Council membership around the issue of reflectiveness, would be to appoint an Ad-Hoc Committee to look at the issue. HRSA is aware of this compliance issue, and could require a special Condition of Award. It may be a good idea to take this step of appointing an Ad-Hoc to show we are working on the issue.

(7.1.4) Tom Kidder requested members to raise their hands if they were willing to work on the Ad-Hoc Committee. The following expressed interest: Joanne Montgomery, Ken Teel, Ric Browne, Karen Reckie, Roberta Stewart, Leif Mitchell and Adaline DeMarrais.

(7.1.5) Tom B. also suggested that the Ad Hoc committee not only address recruitment but also retention issues, and couple that with the Technical Assistance request for Consumer Involvement. The TA request should address the following: Here's what we're doing, What we have planned, What other things to we want, and Identify the problems.

(7.1.6) A suggestion of using conference calls for this Ad-Hoc committee, and also using the Doodle website to query folks as to good meeting times and days.



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(8.0) New/Old Business

(8.1.1) Jerod Geter announced that he had submitted to staff a new nomination application. Staff also had received an application from someone as well.

It was expressed that it was sad that there was no consumers present at the meeting, and concern that there weren't consumers present at a meeting in the 2nd largest region in the EMA.

(8.1.2) A case manager expressed support for the idea of giving consumers stipends.

The RWO expressed concern that when discussing giving consumers money for attending that it be clear that Ryan White funds cannot be used to pay or compensate in any way for participation, or even transportation of consumers to Ryan White meetings.

(9.0) Public Comment

none

(10.0) Announcements

(10.1) Jerod Geter reminded everyone that May 6th is Aids Awareness Day at the State Capitol. There is a bus leaving from the Bridgeport region leaving from Family Services Woodfield. But the bus is filled to capacity, so if you want to participate, check with your case managers or the Bridgeport Consortia to find out about carpools that may be going up.

(11.0) Adjournment

Tom Kidder thanked everyone for their participation in today's meeting and asked everyone to please take a moment to fill out feedback forms and return them to staff.

The meeting was adjourned at 1:30 pm.



Planning Council Meeting Attendance Record¹

	Council Member	12/12	1/16	2/13	3/13	4/17						
1.	Henry Bethea											
2.	Ric Browne			•	•	•						
3.	Charlotte Burch	•	•	•	•	•						
4.	Adaline DeMarrais		•	•	•	•						
5.	Jerod Geter	•	•	•		•						
6.	Jerome Harris	•	•	•	•							
7.	Africka Hinds-Ayala		•									
8.	Thomas Kidder	•	•	•	•	•						
9.	Jennifer Loschiavo	•	•		•	•						
10.	Leif Mitchell	•	•	•		•						
11.	Krystle Moore			•	•	•						
12.	Christine Romanik		•	•	•	•						
13.	Robert Sideleau	•	•	•	•	•						
14.	Tomi Simmons											
15.	Roberta Stewart	•	•	•	•	•						
16.	Ken Teel	•	•	•	•	•						
17.	Dennis Torres	•	•		•							
18.	John Van Keuren											
	Ryan White Office	•	•	•	•	•						
	Planning Council Staff	•	•	•	•	•						
	% of Council present:	63%	76%	67%	67%	67%						

Guests: Joanne Montgomery, Karen Rekie, Matt Lopes, Clara Ramos

Planning Council Meeting Voting Record

Council Member	March Minutes	Meeting Time Change	FY 2010 Priorities
Henry Bethea	NP	NP	NP
Ric Browne	Y	N	N
Charlotte Burch	Y	N	N
Adaline DeMarrais	Y	N	N
Jerod Geter	AB	Y	N
Jerome Harris	NP	NP	NP
Africka Hinds-Ayala	NP	NP	NP
Thomas Kidder	AB	Y	AB
Jennifer Loschiavo	Y	N	N
Leif Mitchell	AB	N	N
Krystle Moore	Y	N	N
Christine Romanik	Y	N	N
Robert Sideleau	Y	Y	N
Tomi Simmons	NP	NP	NP
Roberta Stewart	Y	N	N
Ken Teel	Y	AB	N
Dennis Torres	NP	NP	NP
John Van Keuren	NP	NP	NP

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

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