



## Ryan White Planning Council

New Haven & Fairfield Counties

Robert Sideleau & Thomas Kidder, Co-Chairs

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### Planning Council Meeting Summary - FINAL

**Meeting Date:** Friday, May 15, 2009

**Start Time:** 12:10 pm

**End Time:** 1:57 pm

**Location:** Greek Olive, New Haven

**Presiding Chair:** Robert J. Sideleau

**Recorder:** Jeff Daniel, Collaborative Research Staff

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#### Summary of Council Business Votes

Vote on: Minutes from Planning Council on 4/17/09  
2 Nominations to membership  
Nomination for Council Co-Chair

#### (1.0) Moment of Silence

Co-Chair Bob Sideleau called the meeting to order at 12:10. He led the group in a moment of silence for those who are living with, affected by or who have passed from HIV/AIDS.

#### (2.0) Welcome and Introductions

Bob 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

Bob Sideleau thanked the many members of the public who came to today's meeting. He reminded attendees to be sure list their name on the sign-in sheet.

He also stated we had a HRSA Project Office call with Latrece Timmons. He updated her on the Council activities, and she stated that she would be reviewing the Comprehensive Plan and the MAI grant request that were recently submitted.

Also there were two new applications for the Membership/Finance to review at their June 4<sup>th</sup> meeting. There is a vote today on two other nominees for today's meeting, as well as a vote for the new Co-Chair to fill out Bob's term.

#### (4.0) Public Comment

(4.1.0) A member of the public stated that if it wasn't for the Yale Child Study program, she would not be sitting here today. She had been in complete denial about her circumstances, they were so good about helping her with services. She wanted to know when something happens, when someone goes (dies) what happens?

(4.1.1) Ken Teel commented on information he had received about the last funding cycle for the Continuum of Care for housing, the grant lost points on the application because the HOPWA housing units were cut, which meant that there was no bonus funding. Matt Lopes commented that there were no cuts in HOPWA. Bob suggested that Ken and Matt talk after the meeting and get clarity on the issue. Joanne Montgomery asked that the information be brought back to the Council so the group would know more about this issue.



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(4.1.2) Marisol, a public participant, stated that she is struggling right now, she is living at a shelter and cannot get housing placement. She is unable to find work and is trying to find a way to get housing.

(4.1.3) She asked what resources are out there for someone like her. Roberta said she would talk with her after the meeting and try to help connect her to services.

### **(5.0) Approval of Meeting Summary**

(5.1) Members reviewed the Friday, April 17 minutes for accuracy.

(5.2) Ric Browne motioned to approve the minutes. Chris Romanik 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) Jerod Geter stated that the Membership/Finance committee is bringing forth for a vote the nomination of Joel Williams to Planning Council membership. Since it comes from committee, no second is needed. The floor was opened for discussion. Staff reported that Joel's nomination would help the Council to meet its requirement for reflectivity by HRSA.

(6.1.2) There was no other discussion, Bob Sideleau called the vote.

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

(6.1.3) Jerod Geter then brought forth for a vote the nomination of Joanne Montgomery to Planning Council membership. Since it comes from committee, no second is needed. The floor was opened for discussion.

(6.1.4) Bob Sideleau stated that when he first joined the Council, Joanne was his mentor. She was helpful and instructive, while she was serving as Council Co-Chair. He talked about becoming Co-Chair and serving with her and described her as knowledgeable about the Council, the way it runs and its processes. He told the group that she would be a great addition to the Council.

(6.1.5) Tom Kidder spoke about knowing Joanne for a long time. He expressed that one of the great things that she will bring is her great passion.

(6.1.6) Roberta Stewart spoke about being encouraged, kicking and screaming, to join Council, and that Joanne impressed the importance of having Danbury present. She said that no matter whether you agreed or disagreed with Joanne, she represented the concerns and needs of the consumers.

(6.1.7) Leif Mitchell told the group that Joanne is on the CIRA advisory board, and that the board had gone to visit the program that Joanne runs. He stated that while there, there was overwhelmingly positive comments about Joanne and her work with the community.

(6.1.8) Charlotte Burch spoke about first joining the Council and how she observed Joanne's dedication to consumers and speaks what's on her mind.

(6.1.9) There was no other discussion, Bob Sideleau called the vote.

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

(6.1.10) Next Jerod made another motion to bring Leif Mitchell forward as Council Co-Chair to fill out the remainder of Bob Sideleau's term.

(6.1.11) Bob Sideleau gave a brief review of the process to this point. The eligible council members were notified, there was no one who could commit to a three year term at this point, so the Membership Committee suggested that the term could be the remaining portion of Bob's term, from June to December 2009. Leif Mitchell decided to step forward and enter the nomination process.



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- (6.1.12) Roberta spoke about being honored to work with Leif, and how mindful he is, and his commitment to transparency and communication and moving the work of the Council forward.
- (6.1.13) Joanne Montgomery stated that she has know Leif for a long time, and while he doesn't get funded, and isn't living with HIV, and so he has no other reason to be here but to help people with AIDS.
- (6.1.14) Leif spoke about moving the council thru this transition, and has served as co-chair of SPA and Evaluation & Assessment committee when there was one. He stated that it's important to have PLWHA in the Co-Chair position, and he isn't that. But he is hopeful that over the next few months, people will feel more comfortable stepping forward, and impressed that people need to be ready to step into this role, and that they shouldn't be pushed into those positions until they're ready. Until then he wants to help and move things forward.
- (6.1.15) Ken Teel spoke about being co-chair of the Strategic Planning Committee with Leif, and stated he didn't know anyone who was more committed to the work.
- (6.1.16) Jerod Geter echoed the sentiment of Ken and Joanne.
- (6.1.17) There was no other discussion, Bob Sideleau called the vote.  
*(Please see attached voting sheet detail for all Planning Council votes)*
- (6.1.18) Bob Sideleau thanked members of the public for their attendance and participation, and recommended that if folks had questions as things go by, that they should either write them down, or whisper to a council member near them and ask. Council members would be all to happy to help explain issues and the process.
- (6.1.19) The next Mem/Fi meeting will be June 4<sup>th</sup> at noon, at the Greek Olive in New Haven.

### **(6.2) Strategic Planning & Assessment Committee**

- (6.2.1) Roberta Stewart began by describing the Priority Setting and Resource Allocation discussion that occurred at their meeting. Also she spoke about the last PC meeting, and that a list of services had been brought forward, but in an effort to do a more thorough review, the list was sent back to the committee.
- (6.2.2) The committee discussion evolved the idea of having Community Forums to capture the voice of consumers to be used in the Priority Setting decision making process. She held up a draft flyer that had a brief discussion of the Forums importance and the schedule of the meetings.
- (6.2.3) The Forums will be held for 5 populations that are severe needs groups, Latinos, MSM, women, African American, IDU. There will be a single meeting for each group, in various locations. The meetings are open to everyone in the EMA who fits into one of those target populations. The foreign born is also a target population, but it was felt that it would be hard to get to them, and that their voice would be captured among the other groups. It's a chance for us to capture their input to the planning of services that are needed in the EMA.
- (6.2.4) Once the dates and flyers are finalized they will be distributed to agencies in the EMA and there is hope that transportation will be coordinated with some of the agencies as well.
- (6.2.5) Joanne Montgomery spoke about a new service being brought forward during the Super Pod. Has the SPA committee considered that service for inclusion in this process this year?
- (6.2.6) Roberta gave a brief description of the Super Pods and then responded to Joanne, telling the group that the service being referred to was Early Intervention Services, a fundable category, but that we don't have now. Some providers had come to a previous meeting and spoke about considering that service. At the Community Forums it was hoped that there would be discussion led by staff and a facilitator, to help people understand the services and their definitions, and to determine what people feel they need.



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(6.2.7) Staff also informed the group that there would be an additional meeting, a sixth forum for service providers so that we had their input as well. It will be for all Part A providers to gather their view on what they see their clients need.

(6.2.8) A member of the public spoke to the issue of transportation. She expressed concern that agencies are shifting money around and that there is less money for transportation.

Roberta clarified explaining that the transportation we referred to at this meeting for the Community Forums is not funded by Ryan White, and the difference of the Ryan White funded transportation to medical appointments. She also explained that there is transportation reimbursement for HIV+ council members. Roberta described fundraising efforts in the Danbury area to help fund things like transportation that federal funds won't pay for.

(6.2.9) Tom Butcher referred to AIDS Walk New Haven as an example of fundraising, and that those kinds of funds can be used for consumers to attend and participate in meetings like the Planning Council.

(6.2.10) Brian Datcher asked about the Transgender and youth populations.

(6.2.11) Leif described the selection of special populations as part of our process. He explained that those populations are selected based on the epidemiologic data, utilization and from chart audits. He went on to say that our current populations may well capture transgender in overlapping categories. African Americans, or Latinos, or IDU may well have transgender or youth within those categories.

(6.2.12) Ken Teel asked about the lead time for the completion of the flyers.

(6.2.13) Dennis Torres expressed concern about the Community Forums, and wanted to know why there was only one meeting in the EMA for each special population. For example MSM's in Norwalk vs MSM in Waterbury and that their needs would be different. Also that the Waterbury folks would have a hard time traveling down to Norwalk. He asked why there couldn't be these meetings in all regions.

(6.2.14) Roberta explained that the committee had discussed this, but because of the time constraints as well as lack of funding for this project, there wasn't the capacity to have it be so broad scoping.

(6.2.15) Dennis clarified that he meant one big meeting for all these populations in each region. Bob explained that the committee discussed this option, but the dialog would be impeded if there were varying groups, and that it was felt there would be more free conversation with discussions within a target group. Staff also pointed out that the council does Population based planning, and so our focus is on the groups.

(6.2.16) Tom Butcher suggested that the concerns brought forth by Dennis and Brian, be brought to the Connecticut Statewide HIV Planning Consortia, and specifically the Data Assessment Committee.

(6.2.17) Matt Lopes talked about the Mayor's Task Force on AIDS and their discussion about these community forums. Concern that those with HIV might not want to come to a meeting where their status would be disclosed if the meeting is for HIV+ individuals only, and a way to address that was to have meetings for infected and affected.

(6.2.18) Joanne Montgomery expressed her thought that the Community Forums and their locations are far apart, that we won't be capturing the various needs without holding separate meetings in each region for each population. We should do it right, or we screw it up. E.g. Outreach was removed because we didn't have any information. We need to consider rethinking meetings in different regions and with all populations.

(6.2.19) Roberta said that this discussion would be brought back to the committee for further discussion and to determine whether that was a direction the Forums should go in.

(6.2.20) Alex Garbera, who introduced himself as a person who has been advocating for Nutritional Counseling and Supplements for a long time, spoke about the concerns being voiced around the



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Community Forums, but he stated that it is better to be doing something than nothing, and if there is good representation at these Forums, he would feel comfortable that the voice of PWLHA in our EMA were being represented.

(6.2.21) Roberta pointed out that there were going to be incentives available for the first 25 attendees. Also there is a section on the flyers that state “if you are unable to attend the Forums, you can write, mail, fax or call” to have your voice be heard.

(6.2.22) Staff stated the geographic locations were barriers, and that this was an option to participate if a consumer wasn’t able to attend any of these meetings, or who have confidentiality concerns. The surveys and flyers will be available in Spanish as well.

(6.2.23) A member of the public asked about the incentive, and what would happen if more than 25 attended the meeting. Roberta clarified that it was the first 25 only. But that it would be a wonderful thing if more than 25 attended. The public member suggested removing the incentive information from the flyer. Roberta said she would bring this back to the June 4<sup>th</sup> meeting for more discussion.

(6.2.24) The next meeting will be June 4<sup>th</sup>, at the Greek Olive from 2pm to 4pm. The discussion will be around the Community Forums and their format.

### **(6.3) Quality Improvement Committee**

(6.3.1) Ric Browne talked about the May meeting and the wrap-up of the Super Pod process. Representative from the various disciplines gathered together to review the core standards and to offer ways to strengthen or clarify them for the EMA.

(6.3.2) The QI committee looked at the Quality Management plan for the coming year, and found that the Council is on track with the plan.

(6.3.3) The committee discussed the upcoming site visits, and the tools that would be sent in advance, some of which the Super Pod had developed in conjunction with QI.

(6.3.4) Charlotte Burch talked about the importance of consumers attending the Planning Council meetings, and participation. She also talked about the Acuity Scale that was one of the outcomes from the Super Pod, and how she used it to screen one the consumers. She spoke about how much she has learned from participating, and stated that there needs to be consumers involved.

(6.3.5) Ken Teel thanked the QI committee for its hard work. He talked about when he was dealing with some issues in the past and the problems he faced when he was learning how to navigate.

(6.3.6) Dennis also thought that the Super Pod had a great level of participation, especially about the needs of people living with the virus. Great work to the RWO and the QI committee.

(6.3.7) The next meeting of the QI will be August 7<sup>th</sup> at Noon in New Haven.

### **(7.0) Grantee’s Office**

(7.1.1) Tom Butcher offered a special Thanks to Charlotte for her participation on the Council and recognized her contribution. He expressed his appreciation for the caring and commitment that Charlotte brings.

(7.1.2) Tom reported that the Notice of Grant Award for the EMA was received, and the funding was to a level that we hadn’t had in awhile. The total funding for FY2009 is \$7, 090, 763, which represents a \$1.5 million increase from last year. He was pleased to say that this is representative of the quality care that is being provided and that we are providing some of the best care that people with HIV can receive. Though there are still gaps and barriers, the providers in the EMA do an excellent job helping the consumers.



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(7.1.3) He thanked his staff and specifically Gail Glenn for her hard work in helping the RWO do its work. Also he thanked Lakeisha and Dave.

(7.1.4) Tom talked about the upcoming Site Visits and the full chart audit for the EMA. He described the intense data that these audits provide and that help drive much of the planning that goes into the PSRA process and the grant submission. He thanked Collaborative Research, Jeff and Tracy, for their hard work in making these audits happen. The agencies are great for participating in this and they receive the information which can help them to apply for other funding.

(7.1.5) The City is also engaged in the contracting process for the funding. Budgets are being updated and reviewed. The contract process was originally set for a 6 month period, but with the rest of the funding available now, the contracts and budgets are being adjusted.

(7.1.6) Joanne Montgomery talked about the new Lead Agency system and how the providers thought that 6 month contracts were easier initially, but Joanne encouraged them to understand that it's about getting funding out there to provide services for the consumers/clients, not what's easier for an agency.

(7.1.7) Gail Glenn responded that some areas are working the 6 month contracts and 12 month contracts differently. But that leads should be referred back to the RWO to address any complexities. Tom reassured that the most important thing was to ensure that services remain in place and the RWO is working with providers to make sure payments are made to agencies as quickly as possible.

(7.1.8) A public participant asked whether there was a time when an agency didn't get funded. Tom replied by reviewing the RFP process and how the funding, and contract process worked.

(7.1.9) Joanne asked the RWO if they still produced the document that stated how much funding every agency received in each service category, which she used in the past to know where to refer clients and to see where funding might exist to help clients.

(7.1.10) Tom said he would update the provider list and that the information would be available. He also encouraged agencies to talk to the lead agency for that kind of information as well.

(7.1.11) Tom thanked all Planning Council members for participating today, and the public participants for their making the journey today.

## **(8.0) New/Old Business**

(8.1.1) Tom Kidder talked about the stepping down of Bob Sideleau and he asked the Council to indulge him in playing a song. He asked that we all keep in mind two thoughts, the Council's focus is to help those people who are struggling with the virus, and the second is to have Bob keep in mind his role as he goes forward to work with Collaborative Research (plays Miley Cyrus song).

(8.1.2) Joanne Montgomery talked about the time they shared as Co-Chairs and the differences that they had, but when they got to the work of the Council, that it was always about the consumers.

(8.1.3) Tom Kidder reiterated the themes of the song about making the outcomes happen.

(8.1.4) Adaline thanked Bob for bringing balance and humor, and lightness to the council, along with the concern and caring to the work of the Council.

(8.1.5) Charlotte Burch expressed her sorrow for his departure, and the many conversations that helped her to learn so much. Bob thanked her back and stated that he learned from her as well, and that it was a two way street of learning.

(8.1.6) Tom Kidder told the council that he had written a letter to the Mayor to recognize Bob's contribution to the Council and then read the letter to the Council.

(8.1.7) Bob was presented a plaque of thanks with the inscription "Robert J Sideleau, in appreciation for a job well done in service that makes a positive difference to the Ryan White Community"



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(8.1.8) Bob offered his thanks. He talked about being encouraged to join by Alex Garbera. He described his own journey through the health care system and the need for services when he was first diagnosed, so he could get better, stop using a cane and return to work and a life he left behind in 2001. He thanked all of the Council members, the public participants for their participation, and he stressed the importance of everyone coming to the table and bringing their commitment and effort to get the work of the council done, so that those with the virus can get so desperately needed services.

### **(9.0) Public Comment**

(9.1.0) Alex Garbera, spoke of the drama that was present when Bob Sideleau came to the Co-Chair position. He emphasized that we need to leave drama at home, and we should come to these meetings with open communication, that way amazing things can happen.

(9.1.1) A member of the public stated that she was there because Jerod Geter had scared her into coming, but that she enjoyed the passion of the meeting and thanked him for encouraging the community participation at the Bridgeport Consortium.

(9.1.2) Lynda Faye Wilson spoke about the incentive issue around the Community Forums. She suggested that the flyers announce the incentive and have a raffle or drawing instead of saying the first 25 will get incentives.

(9.1.3) A member of the public stated that she was nervous about coming today, but was glad she attended today.

(9.1.4) Jerod Geter spoke about the turnout at today's meeting, and he stated he didn't mean to scare anyone, but that he emphasized the importance of participation. He echoed the sentiment of (9.1.5) Alex Garbera, something is better than nothing. He thanked everyone for the turnout.

### **(10.0) Announcement**

(10.1.1) Joanne stated that RNP has 4 open positions and wanted to let the community know that if you know of someone who is looking for a job, she has openings.

(10.1.2) Dennis Torres asked about life insurance. A public member who was present, and who works for a life insurance company, responded that she would remain after the meeting and answer questions.

(10.1.3) Leif stated that the next AIDS Life meeting will be May 26 from 12 – 2pm at the Congregational Church in Meriden. For more information see Leif. They will discuss follow up for the legislative session, and AIDS Awareness Day.

(10.1.4) Ric Browne said that Sunday May 17<sup>th</sup> would be the 11<sup>th</sup> Annual AIDS Memorial Day. Free testing will be available.

### **(11.0) Adjournment**

(11.1) Bob Sideleau thanked everyone for their participation in today's meeting and reminded everyone to please take a moment to fill out feedback forms and return them to staff.

The meeting was adjourned at 1:57 pm.



**Planning Council Meeting Attendance Record<sup>1</sup>**

	Council Member	12/12	1/16	2/13	3/13	4/17	5/15						
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 Reekie, Clara Ramos, Sandi Gossart-Walker, Beverly Leach, Brian Datcher, Desirey Burruss, Pamela Parks, Rev. Alexander Garbera, Ana Torres, Diana Abate, Lynda Faye Wilson, Shawn Gillespie, Marisol Ramos, Stacey Upchurch, Yadira McLaughlin, Clunie Jean-Baptiste, Kimberly Fiore, Matt Lopes, Jenny Vargas, Felix Ruiz, Ken Teel, Lisa Head, Sihua Bermuez, Jorge Luga, Christopher Voyt, Gail Glenn, Lucy Santiago, Beverly Payne, Iris Sanchez

**Planning Council Meeting Voting Record**

Council Member	April Minutes	Joel Williams Nomination	Joanne Montgomery Nomination	Leif Mitchell Co-Chair Nomination
Henry Bethea	NP	NP	NP	NP
Ric Browne	Y	Y	Y	Y
Charlotte Burch	Y	Y	Y	Y
Adaline DeMarrais	Y	Y	Y	Y
Jerod Geter	Y	AB	AB	AB
Jerome Harris	AB	Y	Y	Y
Africka Hinds-Ayala	NP	NP	NP	NP
Thomas Kidder	Y	Y	Y	Y
Jennifer Loschiavo	Y	Y	Y	Y
Leif Mitchell	Y	Y	Y	AB
Krystle Moore	Y	Y	Y	Y
Christine Romanik	Y	Y	Y	Y
Robert Sideleau	AB	AB	AB	AB
Tomi Simmons	NP	NP	NP	NP
Roberta Stewart	AB	Y	Y	Y
Dennis Torres	AB	Y	Y	Y
John Van Keuren	NP	NP	NP	NP

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

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