



## Ryan White Planning Council

New Haven & Fairfield Counties

Thomas Kidder & Leif Mitchell, Co-Chairs

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### Planning Council Meeting Summary

**Meeting Date:** Friday, October 9<sup>th</sup>, 2009

**Start Time:** 12:03 pm

**End Time:** 1:30 pm

**Location:** Burroughs, Bridgeport

**Presiding Chair:** Leif Mitchell/Tom Kidder

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

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#### Summary of Council Business Votes

Vote on: Minutes from Planning Council on 09/11/09  
Membership Application(s)  
FY 2010 Directives to the Ryan White Office

#### (1.0) Moment of Silence

Co-Chair Leif Mitchell called the meeting to order at 12:03. 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 Bob Sideleau has agreed to join Adaline DeMarrais as Co-Chair of the Membership/Finance committee. He thanked Jerod for his service.
- Tom and Leif reviewed the process of naming a Committee Co-Chair, per the Council's By-Laws
- Tom discussed the Council's Feedback Form and requested Council members refrain from personal comments when providing their feedback to Staff
- Tom announced the set up for the meetings will include members of the public at the table (feedback from the August PC meeting)
- Leif reviewed the HRSA service categories that the Council has requested additional information on: 1. AIDS Rx Local 2. Medical Transportation and 3. Emergency Financial Assistance
  - Dennis Torres asked if we had heard from the Project Officer
  - Joanne Montgomery asked what the PO has said
  - Leif said they will seek further clarification from Karen Mercer-Brown

#### (4.0) Public Comment

- Harry Walters said he heard rumors that Ryan White will go away.
- Tom Butcher said Congress has passed a Continuing Resolution for Ryan White
- Harry added that states are cutting service due to the recession

#### (5.0) Approval of Meeting Summary

(5.1) Members reviewed the Friday, September 11<sup>th</sup> minutes for accuracy.

(5.2) Adaline DeMarrais motioned to approve the minutes. Joanne Montgomery seconded the motion.

(5.3) The Council minutes were approved with the following corrections:



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- Joanne Montgomery asked for Karen's cell phone number to be removed from the minutes
- Africka Hinds-Ayala's voting record was not recorded

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

### **(6.0) Planning Council Committee Reports**

#### **(6.1) Membership Finance Committee**

Adaline DeMarrais reported that the M/F committee met and discussed the following items:

- The M/F committee would like to recommend to the Executive Committee that Bob Sideleau take the place of Jerod Geter (who has resigned) as co-chair of M/F
- The committee reviewed the PCAT. The M/F committee is on target to complete its work activities as outlined
- The Committee reviewed the Council reflectiveness and noted the need for Male, Hispanic non-aligned Consumers
- The committee discussed Recruitment and Retention plans with the following action items:
  - Afrika will create a Acronym list and FAQ for new members
  - Bob and Adaline will greet people at meetings
  - Members of the public will have designated seats at the table
    - Recognition of attendance (stars) for PC members
- The committee received an expenditure report from the Ryan White Office. The committee asked the Ryan White Office to follow up on certain Regional questions
- The Membership/Finance (M/F) would like to bring a motion forward to move Brian Datcher's membership application forward to the Mayor of New Haven for full council membership. As this motion is coming from committee, Adaline made the first and a second is not required. *(Please see attached voting sheet detail for all Planning Council votes)*
  - Roberta is happy to see this application move forward
  - Leif: Ditto
- The next Mem/Fi meeting will be November 5<sup>th</sup> at noon, at Burroughs in Bridgeport

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

Joanne Montgomery reported that the SPA committee met and discussed the following items:

- Reviewed the September PC Feedback results.
  - The issues brought up in the feedback forms are being addressed (ie: members of public at the table)
- Reviewed the Planning Council Activity Timeline (PCAT) and the SPA committee is on target with its work activities
- Reviewed and updated the 2009 Directives to the Ryan White Office for FY 2010. SPA will have a handout at tomorrow's PC meeting with the 2010 Directives. There were minor changes.
- Reviewed the 2010 Priority Setting and Resource Allocation process
  - What worked/ what didn't work
  - Need for updated data (In Care Needs Assessment; last one was done in 2005)
- Joanne made a motion to approve the FY 2010 Directives (no second needed as the motion is coming from committee) *(Please see attached voting sheet detail for all Planning Council votes)*



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- *Friendly amendment: DIRECTIVE 1.2 - TO FACILITATE COST EFFECTIVENESS AND FULL EXPENDITURE OF FUNDING ACROSS ALL SERVICE CATEGORIES*  
*The Ryan White Office must ensure that prioritized funded services are available to all people living with HIV/AIDS in all regions of the TGA. The Ryan White Office will **utilize service categories, service category definitions and percentages** as approved by the Planning Council. The Ryan White Office shall produce a report to the Council. The report will show the final allocations. The Ryan White Office shall produce no less than a quarterly report, and submit the report to the Membership/Finance Committee.*  
~~*The Ryan White Office shall use service category definitions approved by the Planning Council.*~~
- *Directive 2.1 change: issues including ~~by~~ but not limited to:*

- The next SPA meeting will be December 3<sup>rd</sup> at 2:00pm at The Greek Olive in New Haven.

### (6.3) Quality Improvement Committee

Ric Browne reported that the QI committee did not meet.

- The next meeting of the QI will be November 6<sup>th</sup> in New Haven.

### (7.0) Grantee Report

Tom Butcher reported:

- The Ryan White Office is currently working on the 2010 Part A grant application with Collaborative Research
- The Cross Part Collaborative will meet in DC on 10/26 and 10/27

### (8.0) New/Old Business

Tom Kidder discussed the following items:

- Parking Lot Items
  - Directive regarding Re-Allocation
  - Service Category Definitions Clarification from HRSA
  - MAI allocations and service category prioritization
- Council Co-Chair Nomination and Election Process
  - Qualifications
  - Timeline
  - Eligible Council Members

### (9.0) Public Comment

Matt Lopes announced the Mayor's AIDS Task Force on 10/14

### (10.0) Announcements

- Ric Browne announced the Meriden AIDS Awareness Day is on October 18<sup>th</sup>
- Joanne Montgomery has been selected Employee of the Year out of 187 employees at Regional
- Leif Mitchell handed out the CHPC and CIRA newsletters
- Africka announced CADAP formulary additions to a total of 238 Rx Drugs



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- Joanne Montgomery announced DMHAS has cut Methadone services by 2.5%

## (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 Record<sup>1</sup>

	Council Member	1/16	2/13	3/13	4/17	5/15	6/12	7/17	8/14	9/11	10/9	11/13
1.	Ric Browne		●	●	●	●	●	●	●	●	●	
2.	Charlotte Burch	●	●	●	●	●	●	●	●	●	●	
3.	Brian Datcher											
4.	Adaline DeMarrais	●	●	●	●	●	●	●	●	●	●	
5.	Jerod Geter	●	●		●	●	●	●		●		
6.	Jerome Harris	●	●	●		●	●	●	●	●	●	
7.	Africka Hinds-Ayala	●								●	●	
8.	Thomas Kidder	●	●	●	●	●	●	●	●	●	●	
9.	Beverly Leach							●	●	●	●	
10.	Jennifer Loschiavo	●		●	●	●	●		●	●	●	
11.	Leif Mitchell	●	●		●	●	●	●	●	●	●	
12.	Krystle Moore		●	●	●	●		●	●	●	●	
13.	Joanne Montgomery						●	●	●	●	●	
14.	Clara Ramos							●	●		●	
15.	Christine Romanik	●	●	●	●	●	●	●		●		
16.	Robert Sideleau	●	●	●	●	●					●	
17.	Roberta Stewart	●	●	●	●	●	●	●	●	●	●	
18.	Dennis Torres	●		●		●	●	●	●	●	●	
	Ryan White Office	●	●	●	●	●	●	●	●	●	●	
	Planning Council Staff	●	●	●	●	●	●	●	●	●	●	
	% of Council present:	76%	67%	67%	67%	100%	92%	93%	88%	94%	89%	

Guests: Matt Lopes, Harry Walters, Charlene Lee, Yadira McLaughlin, Sandi Gossart-Walker, Jenny Vargas, Victoria Fenwick-Dicks

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



**Planning Council Meeting Voting Record**

<b>Council Member</b>	<b>September Minutes</b>	<b>Brian Datcher</b>	<b>2010 Directives</b>
Ric Browne	Y	Y	Y
Charlotte Burch	Y	AB	Y
Brian Datcher			
Adaline DeMarrais	Y	Y	Y
Jerod Geter	NP	NP	NP
Africka Hinds-Ayala	Y	Y	Y
Jerome Harris	Y	Y	Y
Thomas Kidder	AB	AB	Y
Beverly Leach	AB	Y	Y
Jennifer Loschiavo	Y	Y	Y
Leif Mitchell	Y	Y	Y
Krystle Moore	Y	Y	Y
Joanne Montgomery	Y	Y	AB
Clara Ramos	AB	Y	Y
Christine Romanik	NP	NP	NP
Bob Sideleau	Y	Y	Y
Roberta Stewart	Y	Y	Y
Dennis Torres	Y	Y	Y

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