



Ryan White Planning Council

New Haven & Fairfield Counties
 Leif Mitchell & Roberta Stewart, Co-Chairs

Strategic Planning & Assessment Committee Meeting Summary - **DRAFT**

Meeting Date: Thursday, June 4th, 2009
 Start Time: 2:06 p.m.
 End Time: 4:00 p.m.
 Location: Greek Olive, New Haven
 Presiding Chair: Roberta Stewart
 Recorder: Bob Sideleau, Planning Council Staff

Summary of Committee Business Votes

- Minutes Approved: 05/07/09

Council Member Assignments

- Distribute the Community Forum flyers and surveys

Staff Assignments

- Post approved agenda and meeting minutes on website (www.ryanwhitecare.org)
- Prepare Feedback Summary from Planning Council Meeting
- Conduct Community Forums and compile data
- Develop 2010 PSRA workbook

Attendance Record - 2009

	SPA Committee Members	1 / 8	2/5	3/5	4/2	5/7	6/4								
1.	Jennifer Loschiavo	●	●	●	●	●									
2.	Leif Mitchell	●	●		●	●	●								
3.	Krystle Moore	●	●	●	●	●	●								
4.	Roberta Stewart	●	●	●		●	●								
5.	Thomas Kidder	●	●	●	●	●	●								
6.	Robert Sideleau	●	●	●	●	●									
7.	Joanne Montgomery						●								
	Ryan White Office	●	●			●	●								
	Planning Council Staff	●	●	●	●	●	●								
	Other Participants	Dennis Torres (PC), Nick Boshnack, Charlotte Burch (PC), Rev. Alexander Garbera, Javier Velez													

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



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(1.0) Moment of Silence

The meeting was called to order by co-chair Roberta Stewart at 2:06PM. She asked everyone to quiet their cell phones as a "Moment of Silence" was observed.

(2.0) Welcome and Introductions

Roberta welcomed everyone and advised them that it is a public meeting, and to be wise in sharing information in making their introductions.

(3.0) Approval of May 7th, 2009 minutes.

Roberta Stewart asked everyone to review the minutes from the May 7th, 2009 meeting. Leif Mitchell made a motion to accept the minutes. Krystal Moore seconded the motion. The minutes were approved with the corrections (last paragraph page 3, remove the word "the"; last page, 3rd paragraph from end, remove the extra space in word Forums)

For: Mitchell, Kidder, Burch

Against: none

Abstentions: Stewart, Montgomery, Torres

(4.0) New/Old Business

(4.a.) Review of the SPA PCAT (Planning Council Activity Timeline)

Staff lead the committee in review of the PCAT. June the SPA committee is charged with collecting data for the PSRA Process, conduct data sessions for the PC members which will occur in July, as well as the planning council feedback forms review. So the committee is on track.

(4.b.) Review Planning Council Survey Feedback Forms from March meeting.

The Committee reviewed the feedback forms from the May PC meeting. All feedback was positive and that there were no themes or issues that needed to be addressed.

Discussion ensued about how to accommodate a large group of public attendees. Seating arrangements were reviewed, including the horseshoe arrangement of tables and seating.

Leif pointed out that there were some good discussions with members of the public that were sitting with the PC members.

There was discussion around having roll call votes to facilitate keeping track of member's votes. The group asked that we bring back table tent name cards so that the PC members could be identified more easily if the public attendees were sitting around the table too. The overall issue would be taken to the Membership Committee, since it was felt that it was more of an issue related to the membership and environment.

(4.c.) Community Forums Process and Structure

Roberta opened the discussion by asking the committee to look at the handouts, which included the Save the Date flyer, individual flyers for each target group, and then the survey itself.

All the dates and locations are booked, and are ready to go.

Joanne asked about the meeting locations, towns selected and the populations assigned to each. Staff replied that the Committee identified the populations and the towns, and then the meeting locations were chosen by Staff with the committee's direction to find spaces that were not within an agency so



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consumer participants might feel more free to talk openly about services they use as well as, gaps and barriers.

The discussion then moved to the issue of gift cards and how to give them out. Originally there was the idea that the first 25 attendees would get a food card. But at the last meeting, the idea of maybe having a raffle instead of just giving 25 attendees the card was brought forth.

Tom Butcher reminded the group that at the previous meeting, consumers pointed out that they felt that a raffle was a better idea, with a slightly larger dollar value.

Additional discussion ensued about the value of the cards and how big a dollar amount they should be. Eventually the committee came to consensus that there should be four \$25 gift cards raffled at each of the five meetings.

Joanne brought forward concerns that MSM consumers would not likely travel from Waterbury to attend a meeting in Norwalk. She asked why there weren't meetings in all 5 regions for each population, or one big meeting in each region for consumers.

Roberta reviewed a previous discussion in which the group in May had discussed this, but due to the short time frame for this survey, the cost and difficulty of arranging 5 meetings in 5 regions, would be too difficult. Additionally, the group wanted the meetings to be held by the target population because they felt that as an example, IDU's may not speak openly about their needs when in a group with MSM or women.

Also, for those who cannot get to a meeting in any of the locations for which they might be a member, they could complete the survey that will be used at the Community Forums. So their voice can still be captured via the written simple survey, then mailed, faxed or handed in to the Council staff.

The Community Forum discussion would be a place to capture the qualitative information, and then having the written surveys completed at the Forums as well as from consumers around the EMA, would help provide a quantitative data set as well.

The committee also agreed that there would be pizza served to attendees since we were holding the meetings at dinnertime.

The survey itself would ask 2 basic questions, and ask for the consumer to identify which population they most identified with, and then asks the town where they live.

Joanne voiced concern that this process seems rushed and asked why there wasn't a needs assessment scheduled this year, or that one hasn't been done in some time?

The discussion then moved to how to use the data that is collected. Was the Community Forum supposed to replace the 2005 Needs Assessment? What about the In-Care assessment that was completed by Collaborative Research in 2006 or 2007?

How should the committee compare the survey results with the new survey.

Concern was also expressed that consumers won't know what things like Early Intervention Services (EIS) are as a service.

There was discussion around the questions and whether to use all 5 or to just find very simple questions. Alex Garbera suggested "What services listed on the back, keep you healthy and help you manage your HIV infection" and "What services listed on the back, do you need, but are not getting that would keep you healthy and help you manage your HIV infection?"

The group agreed to adopt those two questions and to discard the existing questions.



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The flyers will be adjusted based on the discussions and decisions that were reached, and then all flyers and the survey will be translated into Spanish.

The group then moved the discussion around the Community Forum structure for the meeting itself.

The following was agreed upon as a process for the meetings:

Overview of the RWTMA

Overview of the Planning Council

Overview of the Priority Setting and Resource Allocation process

Review of the services listed on the back of the survey

Then have discussion around the questions on the survey

Consumers then complete the survey after discussion

Documents that should be available at the Forums should include the Planning Council brochure, applications for nomination to the planning council, flyers for the other Forums.

Finally the discussion around having a member of the council who is also part of the target population for each Forum would need to be identified. These folks would be volunteer facilitators for the discussions.

Hispanic – (TBD)

MSM – Dennis Torres

African American – Jerod Geter

Injection Drug Users – Joanne Montgomery

Women – Charlotte Burch

COMMITTEE CO-CHAIR

Roberta brought forward the information that since Leif has been appointed Council Co-Chair, this created a vacancy in the SPA committee.

Roberta talked about the process that is used to have a Committee Co-Chairs appointed. First the committee is asked if there are any members interested in stepping forward. If there are, those individuals are asked to speak to the current Committee Co-Chair, and then the name(s) are forwarded to the Council Co-Chairs and to the Executive committee for discussion.

Committee Co-Chairs are appointed by the Council Co-Chairs and serve for an undetermined period of time.

Next Meeting: Thursday, July 9th, 2009 2-4 pm in Bridgeport at Optimus

The meeting was adjourned at 4:00 pm.