



Ryan White Planning Council

New Haven & Fairfield Counties
Robert Sideleau & Thomas Kidder, Co-Chairs

Planning Council Meeting Summary- **FINAL** FAST FACT PAGE

Meeting Date: Friday, July 11, 2008 from 12:00 noon to 2:00 pm
Start Time 12:20 pm
End Time: 2:08 pm
Location: Greek Olive Restaurant, New Haven, CT
Presiding Chair: Robert J. Sideleau
Recorder: Sara Nichols, Planning Council Staff

Summary of Council Business Votes

- Approval of June 13, 2008 minutes
- Approval of Service Priorities
- Approval of the Resource Allocation Process

Council Member Assignments

- Attend and participate in Committee meetings to contribute to the completion of mandated Council business.
- Encourage members of the public to attend the Council meeting and all Committee meetings.

Staff Assignments

- Prepare July meeting summary.
- Update Website (www.ryanwhitecare.org) with committee agendas and minutes
 1. Membership/Finance: prepare materials to assist Resource Allocation process.
 2. Quality Improvement: finalize Quality Management plan and begin quality management provider site visits.



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Welcome, Moment of Silence, and Introductions

Co-Chair Robert Sideleau called the meeting to order at 12:20 pm. Mr. Sideleau explained that the Council meeting is open to the public; members of the media or press may attend the meeting and noted that any disclosure of personal information – including HIV status – is voluntary. He asked meeting participants to use good judgment when choosing to share personal information. Members were asked to silence their cell phones and to refrain from text messaging. He then led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

(1.0) Co-Chair Announcements

Following introductions, Robert Sideleau made the following Co-Chair announcements:

(1.1) He reviewed the agenda and the objectives for the meeting included voting on two committee motions, reviewing the New Haven City Health Department information regarding the administration of the state supplemental funding, and reporting on the status of the parking lot items and feedback.

(1.2) Parking Lot items:

(1.2a) The issue regarding the 400% eligibility criteria for CADAP (verses the 300% FPL for Ryan White services). Robert Sideleau stated this was brought up at the June 18th State CHIPS meeting and that state guidance is pending. He stated that the co-chairs will inform the council with any further developments from the state on this issue.

(1.2b) The issue of redefining the geographic boundaries for the regions (specifically the upper and lower valley) was brought up at a recent committee meeting. Tom Butcher had previously informed the committee that the rationale for the regions was to ensure consumer access to services within a 20 mile radius of his/her residence. Robert Sideleau stated this issue will go to SPA committee to re-evaluate the boundaries.

(1.2c) AIDS Definition – Adaline DeMarrias stated there was an HIV Policy Conference on 9/10/08 at the Marriott Hotel - LaGuardia Airport. She noted that she plans to attend and will disseminate any relevant information regarding the AIDS definition. In addition, Robert Sideleau asked Dennis Torres to provide relevant updates from the CAEAR coalition regarding this issue.

(1.2d) Regarding the issue of the PC involvement with the Grantee involving the Minority AIDS Initiative funding administration, Robert Sideleau stated he reviewed past meeting meetings and on 2/8/08 at the PC Meeting the council voted on a process for the Grantee to follow. He stated these minutes are available online at www.ryanwhitecare.org if anyone had further questions.

(1.2e) Regarding the feedback from survey questions, Robert Sideleau stated the SPA committee will be charged to look at the current survey questions and make any changes so that the survey would be more reflective of the current business.

(1.2f) Regarding the service unit cost calculation, the Membership/Finance Committee will be addressing this later in the meeting.

(1.3) Robert Sideleau announced the co-chairs have been reviewing the committee structure and workload and decided to begin making leadership changes to open the opportunity for developing new leaders from within the council. He stated this decision was announced at the Executive committee on 7/10/08 and the co-chairs would begin this transition within the next two months. This process has already started, however Mr. Sideleau stated moving forward, as the By-Laws currently does not have a process for removing committee co-chairs, the Membership/Finance Committee



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would create a Leadership Development process at the committee level for future activities. Mr. Sideleau opened the floor for discussion.

(1.3a) Leif Mitchell stated he was asked to step down from SPA co-chair. He stated that he would be willing to step down when someone is ready to step up. He suggested items for the Parking Lot to be addressed at a later time (1) Mentorship Process (MF Cmte); (2) By-Laws clarification (SPA Comte).

(1.3b) Ken Teel encouraged active participation from council members and public for when the Membership/Finance Committee begins developing a workplan for the “Leadership Development Process”.

(1.3c) Comments among many participants expressed concern and trepidation on the current process of changing co-chair assignments. Tom Kidder responded stating that he and Bob are truly listening to members’ comments, concerns and suggestions, and are making every attempt to be responsive to keep the council’s work moving forward.

(2.0) Public Comment

Robert Sideleau explained that public comment period is set aside to hear the perspectives and opinions of people who are not Council members. Members of the public were invited to share comments with the Council. There were no comments.

(2.1) Rev. Alex Garbera provided an update on the 400% eligibility factor for CADAP. He stated Rosa Biaggi was contacted and that there would be a follow up at the CHIPS meeting on July 16th. The discussion was if the financial eligibility is with gross or net income. Ric Browne stated that with the DSS the spend-down out of pocket criteria is deducted out of gross income. Parking Lot: A question for Gail Glenn (RW office) to investigate access to services from information gathered in the 2007 report.

(2.2) Heather Garofalo stated she had a concern regarding the allocations for dental services and asked when that would be appropriate to address. Robert Sideleau stated this would be covered later in the meeting.

(3.0) Approval of Meeting Summary

Members reviewed the Friday, June 13, 2008 meeting minutes for accuracy. Council members were reminded that they should abstain from voting on the minutes if they were not present during the meeting.

(3.1) Javier Velez motioned to approve the minutes. Leif Mitchell seconded the motion.

(3.2) Corrections noted on page 3 from Roberta Stewart and Ken Teel.

(3.3) **The Council approved the minutes 11-0** with three (3) abstentions. *(Please see attached voting sheet detail for all Planning Council votes)*

(4.0) Quality Improvement Committee

Ric Browne reported there was no July meeting for the Quality Improvement (QI) Committee next meeting is scheduled for August 8th.

(5.0) Strategic Planning and Assessment Committee

Leif Mitchell reported for the SPA Committee that met on July 3rd. The committee voted on the June meeting minutes, reviewed the feedback form, finalized priorities. A handout was distributed with the motion from SPA.

(5.1) Leif Mitchell stated the SPA committee had completed the list for service priorities for the FY2009 at the July 3rd meeting. He stated the process to complete this included comparing the



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FY2008 priority list with the multiple data sets and moving the FY08 service ranking up, down, or keeping the same based on the data sets. Mr. Mitchell described the methodology for all 13 service categories listed:

Fiscal Year 2009-2010 Service Categories Priority List

1. Outpatient/Ambulatory Medical Care
2. Medical Case Management Services
3. Housing Services
4. Substance Abuse Services (Outpatient)
5. Mental Health Services
6. Substance Abuse Services (Inpatient)
7. Medical Transportation
8. Emergency Financial Assistance
9. Food Bank/Home Delivered Meals
10. Oral Health Care
11. Outreach Services
12. AIDS Pharmaceutical Assistance (local)
13. Health Insurance Assistance

(5.1a) Charlotte Burch stated she wondered why Housing services were ranked higher than Substance Abuse or Mental Health treatment and provided a testimonial story regarding this.

(5.1b) Jerod Geter asked why Outreach services are so far down the list when the mission is to bring people who are out of care back into care. He added he is concerned with case managers' case loads prevent them from having extra time to do outreach.

(5.1c) Tom Butcher reminded members that this process is data driven to rank a category higher or lower than last year should be based on data. He noted outreach was funded in FY2008 however the data does tell us about outreach from the people not in care and the sequencing of services. Roberta Stewart stated it is challenging reviewing data because of each persons perception of what it means is different.

(5.1d) Heather Garofalo stated that at the Staywell dental clinic in Waterbury there 6000 visits pers year and it could cost a person up to \$3000 for a complete treatment plan. She noted that there is a disparity of information when using utilization data. Roberta Stewart noted that allocation dollars don't always follow the priority ranking.

(5.1e) Adaline DeMarrais stated that there should be consideration of the economic disparities of the current situation, especially the impact it has on food pantries, fuel costs and housing.

(5.1f) Robert Sideleau closed the discussion and called the question for vote. **The motion to approve the service priorities as listed passed (see voting record).**

(5.2) Leif Mitchell announced that the next SPA meeting will be on August 7th at Hill Health Center from 2-4pm. The agenda would include reviewing two service categories (Local AIDS pharmaceutical assistance and Health Insurance), and completing the Directives to the Ryan White Office for FY2009.

(6.0) Membership / Finance Committee

(6.1) Ken Teel reported for the Membership/Finance Committee that met July 3rd and described the process for Resource Allocations. A handout of the motion to pass the Resource Allocation Process was distributed.

(6.1a) Ken Teel stated the process includes an external environment review that would include other funding sources how these funds will effect the Part A funded services, and the epidemiology of new



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HIV/AIDS cases diagnosed in the past year. Then the process will continue by reviewing the rate build up for each service category and discussing how this will look for each special population. The committee had requested staff to prepare the population-based rate build up with a comparison to the TGA overall to see where the differences are.

(6.1b) Leif Mitchell expressed concern in the delay of the death records included in the number of cases.

(6.1c) Dennis Torres expressed concern with using utilization data and noted variances by outcomes and by regions on using a unit cost factor in this process.

(6.1d) Robert Sideleau stated that HRSA requires using a unit cost factor, even though they have not provided assistance in this area. The council is using the same unit cost formula used in the grant application last year and noted that HRSA accepted this last year. He suggested for all to participate at the next committee meeting to discuss how to use the data that we have to complete the process.

(6.1e) Robert Sideleau closed the discussion and moved to call the question. The motion passed with 13 yes. See voting record attached.

(6.2) Ken Teel stated that the next meeting will be August 7th at Hill Health Center from 12-2pm and the agenda would include completing the Resource Allocation for FY2009.

(7.0) Ryan White Office Report (Grantee's Office)

(7.1) Tom Butcher reported on behalf of the Ryan White Office. The Request for Proposals for the MAI grant closed on June 17th and the review team will be gathered within the next week to review the applications.

(7.2) Mr. Butcher reported that the site visits are continuing through July for quality management of the standards of care as well as programmatic and fiscal review of contractors.

(8.0) Old / New Business

Mr. Sideleau called for a motion to extend the meeting. Javier moved the motion, Ken seconded, motion carried to extend the meeting by 15 minutes.

Mr. Sideleau discussed there were environmental issues presented on the feedback summary the past pc meeting. He noted the executive committee appreciates open and honest feedback and would work to improve these issues moving forward.

(9.0) Public Comment

Robert Sideleau explained that public comment period is set aside to hear the perspectives and opinions of people who are not Council members, he invited members of the public to share comments with the Council.

- Matt Lopes with the City of New Haven provided a handout of the activities for administration of the past year funding cycle.

Announcements

Adjournment

Robert Sideleau thanked Council members for their work and adjourned the meeting at 2:10 pm.



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Planning Council Meeting Attendance Record¹

	Council Member	1/11	2/8	3/14	4/11	5/9	6/13	7/11	8/15	9/12	10/10	11/14	12/12
1.	Jose Aquino		•	•	•	•							
2.	Carlos Barbier	•	•	•	•								
3.	Ariel Berrios				•	•							
4.	Henry Bethea	•	•	•	•	•	•						
5.	Ric Browne	•	•	•	•	•	•	•					
6.	Charlotte Burch	•	•	•	•	•	•	•					
7.	Adaline DeMarrais	•	•	•	•	•	•	•					
8.	Jose Garcia		•	•	•			•					
9.	Awilda Gonzalez	•	•	•	•	•	•						
10.	Jerome Harris	•	•	•	•			•					
11.	Africka Hinds-Ayala		•	•	•	•	•						
12.	Jerod Geter	•	•	•	•	•		•					
13.	Thomas Kidder	•	•	•	•	•	•	•					
14.	Jennifer Loschiavo						•						
15.	Leif Mitchell	•	•		•	•	•	•					
16.	James Pitts												
17.	Stacie Riveria												
18.	Christine Romanik	•	•	•	•	•	•	•					
19.	Robert Sideleau	•	•	•	•	•	•	•					
20.	Roberta Stewart	•	•		•	•	•	•					
21.	Ken Teel	•	•	•	•	•	•	•					
22.	Dennis Torres				•		•	•					
23.	Javier Velez	•	•	•		•	•	•					
24.	Angie Young	•	•	•	•	•	•						
	% of Council present:	86%	87%	83%	86%	82%	66%	63%					
	Ryan White Office	•	•	•	•	•	•	•					
	Planning Council Staff	•	•	•	•	•	•	•					
	Public Participants	7/11/08 – Matt Lopes, Sandra Gossart-Walker, Rev. Alex Gabera, Gail Glenn, Lakeisha Green, Healthier Garofalo, Jason Margolin, Cynthia Brouer-McLauren											

* Note: The attendance chart has been updated to reflect current planning council members only (5/9/08)

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



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Planning Council Meeting Voting Record

	Council Member	6/1308 Meeting Minutes Approval	Service Priorities	Resource Allocation Process	Extend the Meeting by 15 minutes
	1st Motion	JV	SPA Committee	Membership/Finance Committee	JV
	2nd Motion	LM	-	-	KT
1.	Jose Aquino	NP	NP	NP	NP
2.	Carlos Barbier	NP	NP	NP	NP
3.	Ariel Berrios	NP	NP	NP	NP
4.	Henry Bethea	NP	NP	NP	NP
5.	Ric Browne	Y	Y	N	Y
6.	Charlotte Burch	Y	N	Y	Y
7.	Adaline DeMarrais	Y	Y	Y	Y
8.	Jose Garcia	Y	Y	AB	Y
9.	Awilda Gonzalez	NP	NP	NP	NP
10.	Jerome Harris	AB	Y	Y	Y
11.	Africka Hinds-Ayala	NP	NP	NP	NP
12.	Jerod Geter	AB	Y	Y	Y
13.	Thomas Kidder	Y	Y	Y	Y
14.	Jennifer Loschiavo	NP	NP	NP	NP
15.	Leif Mitchell	Y	Y	Y	Y
16.	James Pitts	NP	NP	NP	NP
17.	Stacie Riveria	NP	NP	NP	NP
18.	Christine Romanik	Y	Y	Y	Y
19.	Robert Sideleau	AB	AB	AB	AB
20.	Roberta Stewart	Y	Y	AB	Y
21.	Ken Teel	Y	Y	AB	Y
22.	Dennis Torres	Y	Y	Y	Y
23.	Javier Velez	Y	Y	Y	Y
24.	Angie Young	NP	NP	NP	NP
		11-Y, 3-AB, 10-NP	12-Y, 1-N, 1-AB, 10-NP	9-Y, 1-N, 4-AB, 10-NP	13-Y, 1-AB, 10-NP

Y= YES

N=NO

AB=ABSTENTION

NP=NOT PRESENT