



## Ryan White Planning Council

New Haven & Fairfield Counties

Robert Sideleau & Thomas Kidder, Co-Chairs

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### Planning Council Meeting Summary

**Meeting Date:** Friday, March 13, 2009

**Start Time:** 12:23 pm

**End Time:** 1:11 pm

**Location:** Greek Olive, New Haven

**Presiding Chair:** Bob Sideleau

**Recorder:** Mary Walton, Collaborative Research Staff

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#### Summary of Council Business Votes

Vote on: Minutes from Planning Council on 2/13/09

FY '09-'10 Work Plan

#### (1.0) Moment of Silence

Co-Chair Bob Sideleau called the meeting to order at 12:23. 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

Bob encouraged all 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 guests and introductions of all attendees followed.

#### (3.0) Co-Chair Announcements

Bob stated that today's meeting would have two votes: one on minutes from the February 13<sup>th</sup> Planning Council meeting, and the other on the Work Plan for FY2009-2010. He reported that there was no phone call with the HRSA Project Officer this month. Additionally he noted that after the PC meeting, there would be New Member Orientation.

#### (4.0) Public Comment

none

#### (5.0) Approval of Meeting Summary

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

(5.2) Ric Browne motioned to approve the minutes. Christine Romanik seconded the motion.

(5.3) Ken Teel: Corrections needed on 6.1, 2<sup>nd</sup> bullet: ... SPA meeting of the FY 2009... should be 'if' instead of 'of'. Then instead of '<10%', it should read 'more than 10% above or below the FY2008 award'.

(5.4) The Council minutes were approved as corrected.

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

#### (6.0) Planning Council Committee Reports

##### (6.1) Membership Finance Committee



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(6.1.1) Ken Teel reported that the Membership/Finance (M/F) met on Thursday, March 5th and talked about outreach methods to the local Continua in the 5 regions to increase membership along with outreach to lead agencies. They will be requesting that staff send out mailings to case managers (CM) to encourage CM to attend Planning Council (PC) meetings. They discussed various options for email lists to announce PC meetings and encourage attendance. In addition, they discussed ways to make it clear to current and new PC members the value and purpose of being a PC member, to increase transparency of the process and beginning a regular mentorship process where long standing members would work with new members and mentor them. The next meeting of the M/F is at the Greek Olive in New Haven at noon on April 2<sup>nd</sup>. The discussion will include review of any new nominations and updating the nomination form to reflect changes in by-laws.

(6.1.2) Alex Garbera thought the outreach to Continua and CM was a great idea. He said that one determinant for people to continue to attend or join is if PC members are friendly and if the individuals feels welcomed. He also added that transportation is an issue.

(6.1.3) Bob indicated that transportation for HIV+ PC members can be paid for by the PC.

(6.1.4) Ken added that part of the meeting discussion included encouraging lead agencies to find ways to provide transportation for consumers to attend meetings.

(6.1.5) Adaline indicated that CM have other meetings and often their supervisors are not keen to let the CM come to PC meetings. She suggested that the council may need to do outreach to CM supervisors and agency directors to ask for CM to have time to come to meetings, since meetings take time away from clients, so there is a need to emphasize to the supervisors the need for CM to be present.

(6.1.6) Dennis agreed that is true: CM do have a lot of meetings, and that they could be a conduit for consumers. Doing CM work is priority, therefore, visiting PC meetings is an option, but as an on-going event may be difficult. He then asked more about the mentoring idea.

(6.1.7) Ken stated that there are several ways in which the new member could be mentored, for example, the SPA co-chairs welcome a new member, the council co-chairs also welcomed the member, as well as the staff. It was also suggested that the new member should identify someone on the committee as a mentor.

(6.1.8) Dennis indicated that the PC used to do this – if the new member clicked with a PC member, then that was your mentor, but this system didn't really work. He then asked about assigning a mentor.

(6.1.9) Ken indicated that this hasn't been discussed.

(6.1.10) Roberta said the question is, "how do we make the new person and PC member feel comfortable and in a positive environment?" She indicated that they thought about assigning new members/mentors, but what would happen if the people don't click? She felt it was important to make sure the new member is in the loop and then see which committee this person goes to, and then go from there, but there may be a better way to firm it up.

(6.1.11) Tom K. indicated that the committee co-chair has the responsibility to make sure it happens, regardless of the method. He agreed that it was a good idea for CM to attend PC meetings and be conduit.



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

Roberta wanted to thank everyone on their work with by-laws as it was a big piece of work. At the last SPA meeting they looked at feedback from the February meeting in Bridgeport, and there seems to be a developing trend that people are getting work accomplished and seem comfortable. The committee chose to develop a new feedback form, which captures further information, and which will be a living document and be responsive to work being done at the current time. This revised feedback form has comment areas in each section to expand on thoughts. This new form will help to capture the feelings of participants about the meeting location within the city it's being held, the meeting environment, the business of the council, and an overall observation.

There is also a place at the top of the form to check if the respondent is a PC member or not. The next meeting of the SPA is in New Haven at the Greek Olive, at 2pm on April 2<sup>nd</sup>.

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

Charlotte reported that there was no QI committee meeting this month, but that there have been several SuperPod meetings instead. One SuperPod meeting was held on 2/20/09 regarding Behavioral Health measures and included discussion on documentation and screening. There was another SuperPod meeting on 3/6 regarding Standards of Care (SOC) for Medical Case Management and Primary Medical Care, with discussion around screening, immunizations, HIV testing and counseling, prophylaxis, resistance to antiretrovirals, HIV and Hepatitis C co-infection, what the goal percentages were in SOC outcomes and documentation of referrals. The next QI Committee meeting is at the Greek Olive in New Haven at noon on April 3<sup>rd</sup>.

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

(7.1) Gail announced that the partial award was granted in the amount of \$2,486,185. It is anticipated that the balance will come in next month or in May. Reports to close out FY '08 are due 3/20 (final draw downs, program reports that cover the last 6 months or cumulative reports but providers must specify if cumulative). The Grantee Office is working on the MAI grant application; they submitted the first part through Grants.gov, and are finalizing the 2nd part, which will probably be finished by Mon or Tues, and must be submitted by March 20<sup>th</sup>.

(7.2) Tom K said that Tom Butcher mentioned yesterday that 5 lead agencies have been selected--one for each region.

(7.3) Adaline asked if once all year-end numbers have been collected and collated, can the Grantee Office share the numbers (nothing elaborate) as it would be good feedback.

(7.4) Tom Kidder thought that this was a good idea.

(7.5) Ric wanted to know what % was the award.

(7.6) Bob indicated that the Notice of Grant Award had confusing language in it that referred to percentages like 40% and 54%, but that there was no way to clearly calculate out the total award. The amount of money released at this point in time is based on Congress operating in a continuing resolution.

(7.7) Ric said this was tricky because the Grantee is asking providers to enter into a 6 month contract based on given money that they must spread out, which is difficult because the money doesn't cover staff.

(7.8) Roberta said that the Tom Butcher has noted to the Executive committee, that the State Supplemental money runs through June 30<sup>th</sup>, so providers may be able to cover some staff temporarily with that funding.

(7.9) Ric indicated that this money is already allocated, so budgeting will be tight.



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(7.10) Gail reiterated that the rest of the award will come soon, and when that comes, it is expected to be over and above last year's amount. When rest of the award comes, providers will have to redo the budgeting and contracts will be amended to be the full 12 months and with the complete dollar amounts awarded. The Grantee's office will check to make sure providers aren't double dipping regarding billing of staff percentages.

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

(8.1) Bob motioned to discuss the Work Plan for FY 2009-2010.

(8.2) Tom Kidder made a motion to accept the Work Plan for FY 2009-2010 (No 2<sup>nd</sup> required since the recommendation came from the Executive Committee).

(8.3) Bob went through all committees listed with the main tasks each committee performs and the timeframe each task is performed. No X's= 'it needs to be determined'; o= committee will not meet. Each committee has total a number of meetings. The Executive Committee (EC) reviewed the Work Plan yesterday and felt it is in line with work done each year as well as the Comprehensive Plan and the Quality Management Plan. The Exec. Committee discussed that 2 Mem/Finance, 2 EC and 2 PC meetings will be cancelled at some point during the coming year based on work flow, and will be determined later. Currently, there will be a total of 47 meetings for the coming year. Each committee will review the Work Plan throughout the year to make sure they are meeting scheduled tasks, and the Council will do a quarterly review at PC meetings.

(8.4) Ric pointed out that it looks like QI isn't doing much, but they have had 5 Super Pod meetings since the fall, and another next week, which are not included in the Work Plan. QI members attend the Super Pods, so he asked if they can they get credit towards QI attendance for Pod meetings.

(8.5) Roberta said that this issue was discussed at the EC, and that the matter will be reviewed for consistency with the by-laws.

(8.6) Bob stated that the Super Pod isn't reflected here because it is part of the Quality Management work of the Ryan White Office, which is not a part of the Planning Council activities. However, the work and outcomes of the SuperPod meetings and QM are sent to the Quality Improvement committee for their review of the Standards of Care, and also to the SPA committee for their work on the Priority Setting and Resource Allocation process.

(8.6) Chris indicated that several QI members do go to the Super Pod meeting.

(8.7) Alex asked if the Super Pods were open to public.

(8.8) Bob said that he thinks so.

(8.9) Bob called a vote to approve.

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

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

None

### **(10.0) Announcements**

(10.1) Roberta:

- AIDS Awareness Day at the Capitol on 4/29 has been moved to 5/6.
- AIDS Project Greater Danbury is having a fundraiser on 4/3 with the performance of Capitol Steps, a political satire musical group at Western CT State University at 7:30. All can call Roberta for flyers.
- AIDS Science Day sponsored by CIRA is on 4/1 at the Omni Hotel. Please take posters. Folks can also go to the CIRA website (<http://cira.med.yale.edu/events/index.html>) for curriculum.

(10.2) Alex: The Mayors AIDS Task Force AIDS Walk is on 4/16 in New Haven.



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(10.3) Javier: The housing project with LeeWay and Canterbury Gardens will be starting next week. LeeWay will be visiting local agencies to give out information. These units are not handicap accessible. For more information, folks can go to Leeway’s website (<http://Leeway.net>) or contact Lorrie Wesoly at 865-0068.

## (11.0) Adjournment

Bob: Please take a moment to fill out feedback forms and consider staying for the New Member orientation.

The meeting was adjourned at 1:11 pm.

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

	Council Member	12/12	1/16	2/13	3/13								
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%								

Guests: Sandy Gossart-Walker, Carolee Paruda, Javier Valez, Rev. Alex Garbera, Jason Margolin

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



**Planning Council Meeting Voting Record**

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

Y= YES    N=NO

AB=ABSTENTION

NP=NOT PRESENT