



## Ryan White Planning Council

New Haven & Fairfield Counties

Thomas Kidder & Leif Mitchell, Co-Chairs

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### Planning Council Meeting Summary - **DRAFT**

**Meeting Date:** Friday, June 12, 2009

**Start Time:** 12:06 pm

**End Time:** 1:50 pm

**Location:** Burroughs Community Center, Bridgeport

**Presiding Chair:** Thomas J. Kidder

**Recorder:** Bob Sideleau, Collaborative Research Staff

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#### Summary of Council Business Votes

Vote on: Minutes from Planning Council on 5/15/09  
2 Nominations to membership

#### (1.0) Moment of Silence

Co-Chair Tom Kidder called the meeting to order at 12:06. He led the group in a moment of silence for those who 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 K. announced that he and Leif Mitchell had participated in the monthly HRSA Project Officer conference call. They provided our Project Office, Latrece Timmons, with an update that included the information about the upcoming Community Forums, and the membership drive to identify new members and bring them onboard.

Tom also stated that for the July Planning Council meeting there would be table tents with Council members names, to more easily distinguish the Council members from the members of the public. There was also encouragement of the members of the public to participate at the committee level. Additionally, Tom talked about the need for Committee Co-Chairs in both the Membership/Finance, as well as SPA committees.

He outlined the process for the selection of Committee Co-Chairs:

- Discussion of the need for a Committee Co-Chair at the committee, asking if there are any members of the group that would like to come forward. The candidates should let the current Committee Co-Chair know.
- Committee Co-Chairs should then communicate with the Council Co-Chairs and the Executive Committee the names of those candidates that expressed interest. The Executive Committee would then have a discussion and provide input to the Council Co-Chairs.
- The Council Co-Chairs speak with the candidates and then appoint an appropriate candidate Committee Co-Chair.

#### (4.0) Public Comment



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(4.1.0) Charlene Lee, a member of the public, asked when the appropriate time to comment on Community Forums and the groups that were selected, as well as their locations? Tom K. directed her that during the SPA portion of the agenda, those questions will be addressed.

(4.1.1) A member of the public, Joe Freda, asked a question about a letter that went out from CADAP regarding the medications provided. The letter stated that June 1<sup>st</sup>, CADAP would no longer provide medications that were not on the Part D formulary, even if it's on the CADAP formulary. Tom K. responded that our CADAP liaison was not present today, but that we would work with him to get the information that he needed and connect him to the appropriate person. Tom Butcher also suggested that Joe attend the Connecticut HIV Planning Consortia (CPC). That meeting is next Wednesday and might be a better place to get the answer to his question, since there are state Department of Health staff members who run and participate in the meeting. It was also suggested that Chris Romanik might be able to bring the questions back to Deb Gosselin at DPH who should be able to facilitate the answer to the question.

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

(5.1) Members reviewed the Friday, May 15 minutes for accuracy.

(5.2) Roberta Stewart motioned to approve the minutes. Adaline DeMarrais seconded the motion.

(5.3) There was a request to correct the attendance record for the RWO, and corrections to:

6.1.14, correct committee name, Evaluation & Assessment Committee

6.1.16, correct the spelling of Jerod Geter

6.2.5, brought, correct spelling, add question mark.

6.2.6, add a comma

6.2.9, remove the space in Tom

Council minutes were approved with the mentioned 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 thanked the members of the public for their strong turnout at last month's Planning Council meeting. He stressed the importance of the consumer participation, and also encouraged interested folks to consider joining the Council.

(6.1.2) Jerod then made a motion that the Membership/Finance committee brings forward the nomination of Clara Ramos to the Planning Council for a vote. Since it comes from Committee, it does not require a second. Staff stated that Clara meets the HRSA requirements for representation.

(6.1.3) Jerod Geter supported her nomination, saying that he works with her with clients, and he thinks she would be a good addition to the Council.

(6.1.4) Roberta Stewart said that while she didn't know Clara, she was now able to connect the face to the name, and recognizes her from her participation in the past.

(6.1.6) Tom Butcher asked whether or not her application should be delayed a bit, because Clara was not going to be present for Planning Council activities in July because she was going to be in Brazil.

(6.1.7) Joanne Montgomery reminded everyone that the absences Clara would have left would not negatively affect her, since she would still be able to miss a bunch of meetings. Adaline DeMarrais asked for a breakdown of the Attendance Policy.



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(6.1.8) Leif Mitchell then described the attendance policy, that each member can miss up to 4 committee as well as, 4 Planning Council meetings, with your dismissal from the membership occurring on the 5<sup>th</sup> absence, of either Committee or Council meeting.

(6.1.9) There was no other discussion, Tom Kidder called the vote.

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

(6.1.10) Next Jerod made another motion to bring forward the nomination of Beverly Leach for Planning Council vote. Since it comes from Committee, no second is needed.

(6.1.11) Ric Browne described Beverly as a committed person who has been a Planning Council member in the past. She served as a Co-Chair of the Greater Waterbury Consortia and is very dedicated to the cause of HIV/AIDS work.

(6.1.12) Joanne Montgomery said that Beverly did an awesome job when she was on the Council, and that she was a past Membership Committee Co-Chair. She stated that Beverly was an excellent advocate for consumers and supported her nomination.

(6.1.13) Jennifer Loschiavo described the great job that Beverly did at the Treatment Adherence Summit and was pleased that she was interested in participating in the Council again.

(6.1.14) Roberta talked about how welcoming Beverly had been when Roberta first joined the Council. Charlotte also echoed the support for Beverly, and expressed that she knows how serious Beverly is about consumer issues.

(6.1.15) There was no other discussion, Tom Kidder called the vote.

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

(6.1.18) Jerod thanked everyone for the discussion and nominations and asked members of the public to consider becoming a members.

(6.1.19) The next Mem/Fi meeting will be July 9<sup>th</sup> at noon, at Optimus, in Bridgeport.

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

(6.2.1) Roberta Stewart began with the discussion about the Feedback forms from Planning Council meetings. The overall feedback has been consistently good, with no themes or issues to bring forward. Overall it's a good report.

(6.2.2) The SPA committee has begun the Priority Setting (PS) process, and Resource Allocation (RA) will be next. As part of the PS process, the SPA committee decided that consumer input was needed, and so structured the idea of Community Forums. This was developed as an opportunity to get a quick pulse and hear the consumer voice. There is a limitation of time to perform these Forums, but the staff and committee believed that there was a good opportunity to get a sense of the issues.

(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 gathered among the other groups. It's a chance for us to capture their input for the planning of services that are needed in the EMA.

(6.2.4) Staff provided copies of the Save the Date flyer, individual flyers for each target population, and a copy of the survey that would be implemented for those not attending the Forums. The surveys would also be implemented at the Forums, but would be given only after discussion and the opportunity to talk through any services, describe them and answer questions about the services, in an effort to gather qualitative information, then have the attendees fill out the survey for qualitative data that will be comparable to those not in attendance.



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(6.2.5) Roberta reminded the group that this was a chance to get fresh data, and that the committee knew it wasn't a perfect data collection tool, but it was something to get the voice of the consumer. The questions were simple, and the form was designed to find out what services help someone to enroll in Primary Medical Care, and what services they need to stay in PMC. Additionally, it was a chance to get some good information for the PSRA process and the grant application.

(6.2.6) Joanne Montgomery voiced her concerns about the limitations of the survey. She asked if funding was set aside for the coming year, to conduct a proper survey or needs assessment?

(6.2.7) Tom Butcher stated that he has spoken with staff about a study during the year. Also there is a full chart audit this year that will yield a large amount of data as well. The Community Forums are happening, but there is limited funding to pay for things. He referenced the PC budget, and the limited ability to pay for special projects. He stated that there may be funds to perform a more thorough needs assessment in the FY09 year.

(6.2.8) Charlene Lee expressed concerns about the last minute survey, the populations that are being covered in the Forums. She wanted to be sure that no quick survey would be able to address the needs of the consumers, and be a fair representation that could significantly impact the funding and services. She offered to gather surveys for the Council.

(6.2.9) Roberta thanked Charlene for her offer to gather surveys, and encouraged all Council members and other attendees to get as many surveys completed and submitted.

(6.2.10) Leif talked about the past surveys that have been implemented, and the complaints about the burden of completing them, and the cost of running such big surveys. This survey is an attempt to gather the information quickly, that is qualitative and quantitative and in a simple way, with questions that Alex Garbera suggested at the Committee meeting.

(6.2.11) Charlene asked about Foreign Born and how to capture their input. Roberta emphasized that the surveys and all flyers would be available in English and Spanish and that all EMA HIV+ consumers were eligible to take the survey, and should submit the survey only once.

(6.2.12) Staff stated that there is a hope that Case Managers will get the surveys out to consumers and then fax or mail them back quickly.

(6.2.13) Staff described part of the process around the Forums, with each meeting being facilitated by a Planning Council member who was a member, or representative, of that target population. Each population meeting had a volunteer Council member to facilitate, except Hispanic. Roberta asked if there were any Council members present that would consider stepping forward, and if so to see her or staff at the end of the meeting.

(6.2.14) Roberta explained that the committee had discussed the incentive for consumers. It was decided to have 4 food vouchers valued at \$25 each, raffled to the meeting attendees at each of the 5 meetings.

(6.2.15) There is also planned a Provider Forum that will be held to capture the observations and recommendation of the providers.

(6.2.16) Roberta stated that staff was working with the RWO to gather data sets necessary for the PSRA process, and that the Medicaid usage data was already received.

(6.2.24) The next meeting will be July 9<sup>th</sup>, at the Optimus from 2pm to 4pm. The discussion will be around how to use the data from the Community Forums, and to finalize the Priority Setting process.

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

(6.3.1) Charlotte Burch reported that there was no Quality Improvement meeting in June or July, but that the next meeting would be August 7<sup>th</sup> at Noon in New Haven.



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(6.3.2) Joanne Montgomery questioned the attendance policy regarding committees, specifically when a committee only meets a limited number of times during the year. She wanted to know if the By Laws should be changed to reflect a policy covering attendance to make this kind of participation more fair.

(6.3.3) Tom K. responded that the QI Committee held many additional meetings during the year as part of the Pod and SuperPod process. Roberta suggested that the SPA Committee address this questions when the PSRA process was over. Tom K. also reminded everyone that members must declare their primary committee so that we can track your attendance.

### **(7.0) Grantee's Office**

(7.1.1) Tom Butcher talked about the Project Officer call and the updates that he provided.

(7.1.2) Tom reported that the contracts process was underway. The Grant award came in two parts this year, so the initial contracts were made for 6 months, but then when the final award came out, the contracts were amended to cover the entire 12 month period. This entails not just adjusting the contracts, but performing a budget review and ensuring that nothing has changed, that funding is directed appropriately and that job titles hadn't changed.

(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.

(7.1.4) Tom talked about the Site Visits and the full chart audit for the EMA. He described the intense data that these audits provide through the examination of the charts to ensure that the providers are adhering to the Council's Standards of Care. This kind of information helps to 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 Site Visits are scheduled for June and July, and the PSRA process is scheduled for July and August. While we will have some preliminary data from the Site Visits, there will not be a complete data set before we finish the Resource Allocation process.

(7.1.5) Tom also talked about the reports due to HRSA. There was \$40,000 remaining from the supplemental funds. This represented the lowest amount ever and the smallest percentage of an award the EMA has ever returned. He reminded the Council that because of the enactment of the Treatment Modernization Act, there is no longer the ability to apply for carryover. So the \$40,000 will be returned to HRSA. If the funds had been part of the formula portion of the grant, there would be a penalty in the following grant year by that amount, and the EMA would be unable to apply for Supplemental.

(7.1.6) As part of the reports due to HRSA, the Conditions of Grant Award, there is a section about the challenges and accomplishments of the Planning Council. This is completed by the Council Co-Chairs and submitted with the rest of the documents. The report will be completed and sent out to HRSA by June 30<sup>th</sup>.

(7.1.7) Charlene asked about Carryover and how the EMA is required to spend funding. Tom B. provided clarification and gave a detailed answer about the spending of the Formula funding first and completely, and then the Supplemental funding, with any remainder left over from this pool of funds, so there is no penalty.

(7.1.8) Joanne Montgomery asked how agencies will be notified if they are getting a Fiscal Audit this year. Staff provided her confirmation that her agency will not be audited fiscally this year. Tom B. further explained that there are rotating Fiscal Audits. So that agencies are audited every other year in an ongoing basis.

(7.1.9) Tom thanked all Planning Council members for attending today, and the public participants for their participation.



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

(8.1.1) Tom Kidder referenced the Conditions of Award and the section regarding the Challenges and Accomplishments by the Planning Council, and encouraged the membership to consider sending any comments or thoughts to either Council Co-Chair for consideration and inclusion.

(8.1.2) Joanne Montgomery asked for clarification about whether consumers from each of the 6 target populations who are required to participate at the Care Continua meetings held monthly by the lead agency, the contractors meeting, while Ryan White does not pay for transportation, the Council in its history, would pay for transportation for consumers to come to Planning Council meetings, where did that funding come from, and could that funding cover the cost of transportation for consumers to come to the Contractor Lead Agency meetings?

(8.1.3) Tom Butcher clarified that funding the Planning Council budget has money set aside for transportation of consumers to come to the meetings. However, the regional meetings are not part of this Council and while the cost of transporting a client to the local meeting would be pretty low, the Part A funds cannot be used for this purpose. He further suggested that agencies that are funded receive funding broken by services and admin. Agencies cannot use services dollars to transport clients, however any agency can use admin dollars to pay for things like transportation.

(8.1.4) Charlotte asked if an agency has a van, can they use that to bring clients to meetings?

(8.1.5) Tom B. further clarified that if the van is funded with Part A dollars, no, but if the van is partially funded with other sources, then it is possible.

(8.1.6) Adaline DeMarrais asked about the Smiles dental program and that she heard that the study would be ending. She asked for clarification from Krystle Moore, who works there.

(8.1.7) Krystle provided detailed information about the SPNS dental program. The program was a grant to perform a dental study. As with all grants, it has a timeline. They are approaching the timeframe where no new clients will be accepted, that will occur on August 31<sup>st</sup>. That is only for new patients, those already enrolled in the program will continue to receive services for a longer period of time. So if you have clients of know of someone who needs dental care and is HIV+, they should contact the Smiles program and enroll before the Aug. 31 deadline.

## **(9.0) Public Comment**

(9.1.0) A consumer spoke about the problems she was having with her agency, located in New Haven. She expressed concern about accessing services and getting help with her utilities and housing. She had spoken to her case manager, but was turned away or ignored. She asked how she could get help with these problems.

(9.1.1) Several Council members offered to speak with her after the meeting to help her understand her situation and find a solution. Tom B. suggested she try her agency's grievance procedure to get her complaint heard, or she could speak to the supervisor of her case manager. Additionally she had the option of going to another agency in the region to get help for her problems. The Council doesn't address specific agency problems, but instead deals with bigger picture ideas around funding and planning.

## **(10.0) Announcement**

(10.1.1) Jerod Geter stated that he asked that everyone take a moment to think about the consumer who recently passed away in the Bridgeport region. He talked about the person being active and engaged in the HIV system and how that person had impacted many lives including his own. Other Council members also recognized the loss for the community.



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(10.1.2) A consumer who is a member of the Greater Bridgeport Health Care Consortium (GBHCC) announced that there would be a back sale at Family Services Woodfield on June 27<sup>th</sup>. There would also be clothing, jewelry, books, CD's, an art contest to make a logo for AIDS Walk. All proceeds go to the Client Emergency Fund.

(10.1.3) Dennis Torres announced that the CAEAR Coalition is holding a meeting this weekend in Washington, DC. CAEAR is hoping that the RWTMA will be extended for 3 more years and he will talk with the Conn legislators. Additionally there is an effort to get Stop Gap funding, a hold harmless provision, written into the RWTMA law. For the current year, Stamford Cares has agreed to cover the cost of dues and transportation for Dennis' participation in CAEAR.

(10.1.4) Roberta announced the problems with the budget on the State level, specifically the loss of funding for the Syringe Exchange Programs. She encouraged that everyone call the Governor's office and register their concerns. Matt Lopes also suggested calling your representatives too, because the issue is also caught in Committee on the State level and that it is the Representative that go into the committee rooms to work out the budget through discussion.

(10.1.5) Joanne Montgomery stated that Regional Network of Programs got a new grant from Drug Corp. Because of this, the staff members are switching to that project, which leaves 3 openings for Counselors in her facility.

### (11.0) Adjournment

(11.1) Tom Kidder thanked everyone for their participation in today's meeting. The meeting was adjourned at 1:50 pm.

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

	Council Member	12/12	1/16	2/13	3/13	4/17	5/15	6/12	7/17	8/14	9/10	10/9	11/13	12/11
1.	Ric Browne			•	•	•	•	•						
2.	Charlotte Burch	•	•	•	•	•	•	•						
3.	Adaline DeMarrais		•	•	•	•	•	•						
4.	Jerod Geter	•	•	•		•	•	•						
5.	Jerome Harris	•	•	•	•		•	•						
6.	Africka Hinds-Ayala		•											
7.	Thomas Kidder	•	•	•	•	•	•	•						
8.	Jennifer Loschiavo	•	•		•	•	•	•						
9.	Leif Mitchell	•	•	•		•	•	•						
10.	Krystle Moore			•	•	•	•							
11.	Joanne Montgomery							•						
12.	Christine Romanik		•	•	•	•	•	•						
13.	Robert Sideleau	•	•	•	•	•	•							
14.	Roberta Stewart	•	•	•	•	•	•	•						

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



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15.	Ken Teel	•	•	•	•	•								
16.	Dennis Torres	•	•		•		•	•						
	Ryan White Office	•	•	•	•	•	•	•						
	Planning Council Staff	•	•	•	•	•	•	•						
	% of Council present:	63%	76%	67%	67%	67%	100%	92%						

Guests: Garry Gonsalves, Jenny Vargas, Karen Reekie, Charlene Lee, Beverly Leach, Sandi Gossart-Walker, Joe Freda, James Bafeano, Trina P. Barnes, Carolee Paruta, Eva Agolli, Clara Ramos, Silvia Bermuda, Ronald Lee, Christopher Vogt, Matthew Lopes, Mary E. Roacher.

**Planning Council Meeting Voting Record**

Council Member	May Minutes	Beverly Leach Nomination	Clara Ramos Nomination
Ric Browne	Y	Y	Y
Charlotte Burch	Y	Y	Y
Adaline DeMarrais	Y	Y	Y
Jerod Geter	Y	AB	AB
Jerome Harris	Y	Y	Y
Thomas Kidder	AB	AB	AB
Jennifer Loschiavo	Y	Y	Y
Leif Mitchell	Y	Y	Y
Krystle Moore	AB	Y	Y
Joanne Montgomery	Y	Y	Y
Christine Romanik	Y	Y	Y
Roberta Stewart	Y	Y	Y
Dennis Torres	Y	Y	Y

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