



## 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, July 17, 2009

**Start Time:** 12:03 pm

**End Time:** 1:16 pm

**Location:** The Greek Olive, New Haven

**Presiding Chair:** Leif Mitchell

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

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#### Summary of Council Business Votes

Vote on:           Nomination Process for new members  
                      FY2010 Priorities

#### **(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 for those who touched by HIV/AIDS.

#### **(2.0) Welcome and Introductions**

Leif 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**

Leif announced that the monthly HRSA Project Officer call had been rescheduled to next week, so they would provide an update on that conversation at next month's Planning Council meeting.

Leif stated there would be two votes today, one around the Nomination Process, and the other to approve the FY2010 Priorities.

#### **(4.0) Public Comment**

(4.1.0) Lorrie Wesoly from Leeway announced that on July 31 there will be 9 units of supportive housing for people living with HIV/AIDS for those who are homeless at Canterbury Gardens. This is an awesome program and a great opportunity for PLWHA.

(4.1.1) Alex Garbera wanted to express that he thought the Council did a great job with the Community Forums, despite the poor turnout. He expressed that he was concerned that he was the only one who turned out for the MSM meeting, and felt that there is, and has been an issue about getting consumers to be aware of these kinds of meetings. But also that there is a lack of knowledge about the services that are available overall in the EMA. He thought that the Community Forums might be an opportunity, if they were to continue, for the Council to connect with consumers and to provide good information exchange both for the consumers, and for the Council.

(4.1.2) Joanne Montgomery responded that she ran one of the Forums in Bridgeport, and found that it was evident from the discussion, that the folks did not know the services that were available. Clara Ramos echoed her observation as well.



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

(5.1) Members reviewed the Friday, June 12 minutes for accuracy.

(5.2) Christine Romanik motioned to approve the minutes. Charlotte Burch seconded the motion. 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 began by stating that the Community Forums that were held, were a good opportunity for membership recruitment.

(6.1.2) Jerod also reported that he is working with the Medical Case Managers in the Bridgeport region to identify Hispanics and males that the council needs to achieve reflectiveness as mandated by HRSA.

(6.1.3) The committee was unable to review the First Quarter financials because of the split grant award, which caused delays in the execution and amending of contracts, and the ability to have the information and process it. The Ryan White Office reported to the committee that it would be available for review at the August Mem/Fi meeting.

(6.1.4) Jerod then made a motion on behalf of the Membership Finance Committee that the Nomination Application Process to become a Council member be changed to the following:

1. Submission of application, and initial review by the committee for reflectiveness
2. Council and Committee Co-Chairs would call applicants and ask them to attend 1 committee meeting and one Council meeting.
3. Then the application would be brought before the Council again for review, and then, if approved by a vote, sent to the Mayor for appointment.

(6.1.6) Since the motion came from Committee, no second was needed. Discussion began with Jerod reporting that the committee felt strongly that this new process be voted upon by the Council to maintain transparency in the process and to make all Council members aware of the change.

(6.1.7) Joanne Montgomery stated that she felt this was not a good idea and that it would create barriers for potential members. We are out of compliance with the HRSA mandated representation, and putting this process in place would keep us out of compliance longer. She felt that we should be grateful that people attend and participate, and this only delays the process of their participation.

(6.1.8) Roberta replied that the committee did discuss this issue, and the delay. It was felt that we have had a history of folks just coming on the council, only to drop off again, and this was an attempt to ensure that there was commitment and engagement of potential members.

(6.1.9) Charlotte said that there are a lot of steps to go thru to appoint someone to the Council, from the nomination process, to the vote at the committee then the council, then getting the Mayor's office to produce a letter. Then folks just don't come. She thought that this might make people sure that they were really going to participate.

(6.1.10) Dennis Torres said he understood the objective, but he didn't think that this process will meet that goal. It may screen out some people. He asked why this was a vote, since it's really just part of the business of the Committee and didn't seem to be something that would need a vote of approval.

(6.1.11) Ric Browne said that he suggested a vote so that there was transparency, and that all council members would know about the change.



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(6.1.12) Africka stated that if you're going to have this requirement, how will this impact consumers with health challenges. We don't have good consumer participation now, and we're begging people to join. This requirement would increase the barriers that people would feel.

(6.1.13) Ric Browne described the Waterbury Consortia model, where the potential members must attend for 3 months before they can submit a nomination application. He pointed out that there was a strong desire for consumers to participate because it was considered an important thing to be on the Consortia. Additionally he reminded the Council that it is all of our jobs to recruit new members and identify potential new members.

(6.1.14) Alex Garbera said it was worth a try, and that it is part of the process to have the Mayor actually make the final appointment.

(6.1.15) Leif said that this is about being fair and consistent. Krystle suggested that we invite potential members to the meetings to see what they're like and to see if they want to participate more or join.

(6.1.16) Tom Kidder stated that there was no desire to continue to put thru requests to the Mayor's office for letters of appointment for people who are really not going to follow thru and participate. This was an effort to provide evidence that the candidates are committed and we can see their desire to engage in the work.

(6.1.17) Tom Butcher stated that the appointment of members takes Mayoral staff time, the Mayor's time and the Planning Council Staff time. He emphasized that we must have more due diligence, and more thoughtful effort to make this change.

(6.1.18) Jerod said, it's not that much to ask. They would be attending anyway, if we appointed them, this way they are showing us, giving evidence that they are committed to the participation.

(6.1.19) No further discussion, Leif called the vote.

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

(6.1.20) The next Mem/Fi meeting will be August 6<sup>th</sup> at noon, at The Greek Olive, in New Haven.

## (6.2) Strategic Planning & Assessment Committee

(6.2.1) Roberta Stewart began by reviewing the Priority Setting process to date. That in May the SPA committee had reviewed last year's Priorities and found that since there were no new data sets that the committee wished to review, the Priorities wouldn't change. The Committee brought the same list forward to the Council for a vote, but there was concern that no new data sets were examined nor any additional information, which meant that no real process had taken place. The Council had asked the Committee to go back and see if there was any new information available. The committee met in June and decided to conduct Community Forums to gather some information from consumers and providers. While not a very big sampling, at least there would be some new information.

(6.2.2) The SPA committee met this morning and reviewed the information from the Community Forums for consumers and the Provider survey, and examined the data sets that it had established and came up with the FY2010 Prioritized Services.

(6.2.3) Roberta made a motion on behalf of the SPA committee that the Council accept the Priorities for FY2010. Since the motion came from committee, no second was needed.

(6.2.4) Adaline Demarrais asked how will this match with the HRSA requirements of 75% to core, 25% to supportive services?

(6.2.5) Roberta responded by explaining that all the services that are on the list are HRSA approved, but that the 75/25 discussion occurs in the Resource Allocation process.

(6.2.6) There was no further discussion, so Leif Mitchell called the vote.

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



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(6.2.7) Roberta also reported that there will be another SPECIAL SPA meeting later this month to review the data sets and familiarize the committee with the Resource Allocation formula and spreadsheet. That meeting will take place on July 30, from 10am to noon at the Greek Olive.

(6.2.8) The final step of the Resource Allocation will take place in August at the regularly scheduled SPA meeting.

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

(6.3.1) Ric Browne 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.

(6.3.2) The Committee will review the preliminary findings of the full chart audit at that meeting.

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

(7.1.1) Tom Butcher began by saying that the full chart audit process was well under way. The Quality Assurance staff with adjunct help, was going to each agency and reviewing the charts, and collecting data. Things like the population and demographics information that will help us in understanding the people we serve, and is used in several areas of our planning processes.

(7.1.2) Tom reported that the results of the chart audits are sent out to the lead agencies in each region, and each agency also receives data back about themselves.

(7.1.3) Gail Glen is also performing Fiscal Audits for some agencies. Each year she performs these audits on different agencies. So for some it will be next year instead of this year.

(7.1.4) Tom thanked the providers for their hospitality to the Audit staff members and treating them well, providing them lunch and assistance as needed.

(7.1.5) The conditions of award have been mostly completed. These are various reports, data sets and letters that are required by HRSA after we have been awarded the funding. We must satisfy these conditions as part of our obligation to the funder.

(7.1.6) The contracts for the providers are being amended now, as a reminder, Tom explained that the funding came in 2 pieces this year, so this meant that there was a contract that was processed with the 5 lead agencies, then once the second part of the funding was awarded, the contracts and all the sub-contracts had to be amended to reflect the full funding amount.

(7.1.7) Additionally, this year there has been an additional challenge in that the City has begun switching to a new system that is all electronic. This did cause some interference in how things were processed, but all the lead agencies have been paid in the last 2 weeks, and sub-contractors should be paid shortly, so folks should be all set for the August 20<sup>th</sup> payments.

(7.1.8) Joanne Montgomery stated that what if an agency was still waiting for payment from the Lead agency? One understanding that was provided to her was that the lead agency needed to hold the check from the City of New Haven for 10 days before it could issue the funding to the subs, resulting in a bigger than intended delay. For her organization that isn't really a problem because it's such a large company, but for smaller non-profit agencies this could be a significant problem.

(7.1.9) Gail Glen said she would check into this issue.

(7.1.10) Tom also reported that in the 5 regions there are some great examples of consumer involvement. For one region the Care Continua meeting was structured so that the first portion of the meeting was an open dialogue for consumers to talk about services, and any issues around services.

(7.1.11) He was pleased that some regions were doing so well, but there are still some regions that need to improve, and he is working with them to address the issues.



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(7.1.12) Dennis Torres stated that it was the responsibility of the lead agencies to lead. Then should be in the role if they can't. Tom Butcher reminded the Council that the discussion was getting close to contractor issues, which are not within the purview of the Council.

(7.1.13) Adaline thanked the Ryan White Office for it's hard work.

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

(8.1.1) Roberta brought forth a reminder that we had a Parking Lot in the past, and there was an issue that came up in the Priority Setting process that the committee wanted to look into for the process next year. This was in regard to the service category Early Intervention Services (EIS). There was a request to get greater clarity around the definition and to see if there is better way of gathering data around EIS.

(8.1.2) Matt Lopes stated that the State still had no budget, and he requested that people make phone calls to legislators and to the Governor's office.

(8.1.3) Roberta also brought forth the need to contact the Federal legislators because discussion around the Ryan White Act is beginning again.

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

(9.1.0) None

### **(10.0) Announcement**

(10.1.1) Joanne Montgomery stated that the recent news report about a car driving thru a rehab facility was at her agency. However, she wanted to report that no one was hurt, and that while the agency is temporarily down 2 beds because of where the damage occurred, the agency is operating business as usual.

(10.1.2) Jerod Geter encouraged everyone to reach out to their communities and help to recruit new members. It's important to continue to try to identify new members

(10.1.3) Africka announced that Joyce Allen had retired from DSS, and her position will be filled by Cameron Crosby. He has been trained and is up to speed on processing CADAP applications. His hours will be the same as Joyce's had been, 8:30 am to 4:00pm.

(10.1.4) Jeff Daniel announced that this is the last Planning Council meeting for Bob Sideleau working with Collaborative Research. He thanked him for his hard work running the Community Forums and for producing documents and minutes for the last three months.

### **(11.0) Adjournment**

(11.1) Leif Mitchell thanked everyone for their participation in today's meeting. He reminded everyone fill out the feedback forms before they departed.

The meeting was adjourned at 1:16 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.	Beverly Leach								•					
9.	Jennifer Loschiavo	•	•		•	•	•	•						
10.	Leif Mitchell	•	•	•		•	•	•	•					
11.	Krystle Moore			•	•	•	•		•					
12.	Joanne Montgomery							•	•					
13.	Clara Ramos								•					
14.	Christine Romanik		•	•	•	•	•	•	•					
15.	Robert Sideleau	•	•	•	•	•	•							
16.	Roberta Stewart	•	•	•	•	•	•	•	•					
17.	Ken Teel	•	•	•	•	•								
18.	Dennis Torres	•	•		•		•	•	•					
	Ryan White Office	•	•	•	•	•	•	•	•					
	Planning Council Staff	•	•	•	•	•	•	•	•					
	% of Council present:	63%	76%	67%	67%	67%	100%	92%	93%					

Guests: Sandra Gossart-Walker, Alexander Garbera, Matt Lopes, Lorrie Wesoly, Cindy, Nader, Africka Hinds-Ayala, Javier Velez, Carolee Paruta.

**Planning Council Meeting Voting Record**

Council Member	June Minutes	Nomination Process	FY2010 Priorities
Ric Browne	Y	Y	Y
Charlotte Burch	Y	Y	Y
Adaline DeMarrais	NP	Y	Y
Jerod Geter	Y	Y	Y
Jerome Harris	Y	Y	Y
Thomas Kidder	Y	Y	Y
Beverly Leach	AB	AB	AB
Jennifer Loschiavo	NP	NP	NP
Leif Mitchell	AB	AB	AB
Krystle Moore	AB	N	Y
Joanne Montgomery	Y	N	AB
Clara Ramos	AB	AB	Y
Christine Romanik	Y	AB	Y
Roberta Stewart	Y	Y	Y
Dennis Torres	Y	AB	Y

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

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