



Planning Council Meeting Summary

Meeting Date: Friday, August 14th, 2009
Start Time: 12:12 pm
End Time: 1:15 pm
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Tom Kidder
Recorder: Jeff Daniel, Collaborative Research Staff

Summary of Council Business Votes

Vote on: Minutes from Planning Council on 07/17/09
Membership Applications
Acceptance of the Administrative Mechanism Review
FY 2010 Resource Allocation

(1.0) Moment of Silence

Co-Chair Tom Kidder called the meeting to order at 12:12. He led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. Adaline DeMarrais called special attention to remember a client.

(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 announced that Adaline DeMarrais as agreed to join Jerod Geter as Co-Chair of the Membership/Finance Committee. He thanked Adaline for her willingness to serve. He reported that a phone call with the HRSA Project Officer was scheduled this month but that it has been postponed. Finally, Tom announced that the EMA's Standards of Care are now available on the Council's website at www.ryanwhitecare.org.

(4.0) Public Comment

none

(5.0) Approval of Meeting Summary

(5.1) Members reviewed the Friday, July 17th minutes for accuracy.
(5.2) Charlotte Burch motioned to approve the minutes. Ric Browne seconded the motion.
(5.3) The Council minutes were approved without corrections.
(Please see attached voting sheet detail for all Planning Council votes)

(6.0) Planning Council Committee Reports

(6.1) Membership Finance Committee

- Roberta Stewart (Member on Membership/ Finance Committee) reported that the Membership/Finance (M/F) met on Thursday, August 6th and would like to bring a motion



Ryan White Planning Council

New Haven & Fairfield Counties

Thomas Kidder & Leif Mitchell, Co-Chairs

forward to move Afrika Hinds-Ayala's membership application forward to the Mayor of New Haven for full council membership. As this motion is coming from committee, Roberta made the first and a second is not required.

- *(Please see attached voting sheet detail for all Planning Council votes)*
- The Committee discussed ideas to increase membership, focusing on the Council's reflectiveness "Grid"
- Three teams were created to develop recruitment/retention strategies:
 - Beverly Leach and Jerod Geter-Consortiums and Support Groups (starting this week)
 - Adaline and Afrika—mentorship program
 - Leif, Roberta and Tom K—Community Forums
- Each group will meet prior to next month's Mem/Fi meeting to develop a plan. Each team will present their plan at September's Mem/Fi meeting.
- The committee concluded the 2008 Assessment of the Administrative Agent. The committee reviewed:
 - 6 month invoice/payment report with detail by contractor. Average time from invoice submittal to payment was 23.8 days.
 - 2008 Final Expenditure by Service Category. The EMA had a 99% expenditure rate during 2008.
 - 2008 Grant Year timeline. The Ryan White Office prepared a PowerPoint presentation outlining the steps from RFP issuance by City of New Haven to contractor invoice submittal with steps and dates in between.
 - Roberta Stewart made a motion (no 2nd required) that the Membership/Finance committee has conducted the Assessment of the AA and that the results were excellent.
 - *(Please see attached voting sheet detail for all Planning Council votes)*

The next Mem/Fi meeting will be September 3rd at noon, at Optimus in Bridgeport.

(6.2) Strategic Planning & Assessment Committee

Roberta Stewart reported that the SPA committee met and discussed the following items:

- The Committee reviewed the feedback forms from the July PC meeting. The committee requested that the number of responses be included in the feedback summary. Staff will list # of responses for both Planning Council and members of the Public. Additionally, based on Public comments, the Council Co-Chairs will work to ensure all members of the public are recognized and given opportunities to be heard. Overall feedback was positive.
- SPA reviewed the PCAT to ensure the committee was on target and meeting its goals
- The committee also reviewed the data sets required for the Priority Setting and Resource Allocation process. They included: Epidemiology, Service Utilization for FY2008, Other Funding, Unmet Need Estimate.
- The committee completed the 2010 Resource Allocation process:
 - SPA requested data from the Ryan White Office (via PC Support Staff) for the following:
 - Unduplicated Client Count for Grant Years 2006, 2007 and 2008
 - Units of Service delivered in Grant Year 2008



Ryan White Planning Council

New Haven & Fairfield Counties

Thomas Kidder & Leif Mitchell, Co-Chairs

- Unit Cost for 2008
 - Additionally, the committee requested Other Funding data from Ryan White Parts B, C, D and SPNS, HOPWA, SAHMSA, Medicaid (Title XIX), SAGA.
 - The committee examined the unduplicated client counts for the three year period and took the highest client count for the 2010 ask
 - The committee examined the EMA's Out of Care data and set a target of bringing 200 OOC individuals into care
 - Finally, the committee looked at the 2009 "ask" and decided to ask for the same amount if the 2010 amount was less than the 2009 amount.
- MOTION: The Strategic Planning and Assessment committee requests \$11,321,011 for the 2010 Grant year (no seconded needed).

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

The next SPA meeting will be September 2nd at 2:00pm at Optimus in Bridgeport.

(6.3) Quality Improvement Committee

Ric Browne reported that the QI committee met and discussed the following items:

- Collaborative Research has completed the 2009 full population chart audit
 - 4,500 charts were reviewed at 39 sites; 136 services were reviewed
- The committee will have a PowerPoint presentation at the September meeting summarizing chart audit findings
- Revision of the EMA's Quality Management plan; set future agendas
- Overall, the committee is right on target and the discussions were very good
- Tom Butcher added that the Ryan White Office will review the provider reports, each lead agency will receive a copy of all sub reports, chart audit data will be used in the EMA's 2010 Part A grant application and the data can be used by the Planning Council.
- Roberta Stewart added that the site visits were very well done and that it might be helpful to have the EMA's Standards of Care available on the Council's website

The next meeting of the QI will be October 2nd in New Haven.

(7.0) Grantee Report

Tom Butcher reported:

- Per Latrece Timmons, New Haven's HRSA project officer, the 2010 Part A guidance should be released at anytime
- CareWare update: New Haven EMA is collaborating with the Hartford TGA as well as Part B to work with Collaborative Research in the roll out and training of providers on the new CareWare system. Jeananne Cappetta, with Collaborative Research, will be doing an assessment for both grantees (New Haven and Hartford) as well as training providers on using CareWare.
- Gail Glenn said she is busy closing out the 2009 fiscal site visits as well as the 2008 MAI grant year



Ryan White Planning Council

New Haven & Fairfield Counties

Thomas Kidder & Leif Mitchell, Co-Chairs

- Dennis Torres provided the group with an overview of the Ryan White Treatment Modernization Act

(7.1.4) Tom Kidder requested members to raise their hands if they were willing to work on the Ad-Hoc Committee. The following expressed interest: Joanne Montgomery, Ken Teel, Ric Browne, Karen Reckie, Roberta Stewart, Leif Mitchell and Adaline DeMarrais.

(7.1.5) Tom B. also suggested that the Ad Hoc committee not only address recruitment but also retention issues, and couple that with the Technical Assistance request for Consumer Involvement. The TA request should address the following: Here's what we're doing, What we have planned, What other things to we want, and Identify the problems.

(7.1.6) A suggestion of using conference calls for this Ad-Hoc committee, and also using the Doodle website to query folks as to good meeting times and days.

(8.0) New/Old Business

None

(9.0) Public Comment

None

(10.0) Announcements

- The Bridgeport AIDS Walk is October 3rd
- Matt Lopes said the New Haven Mayor's AIDS Task Force has switched dates to the 2nd Tuesday of the month at Planning Parenthood on Whitney Ave
- The CHPC's newsletter was distributed
- The HRSA CareAction Newsletter was distributed
- Dennis Torres announced a MSM/Crystal Meth Support Group at the Triangle Community Center on Thursday's at 6:30 (in Norwalk)

(11.0) Adjournment

Tom Kidder thanked everyone for their participation in today's meeting and asked everyone to please take a moment to fill out feedback forms and return them to staff.

The meeting was adjourned at 1:15 pm.



Planning Council Meeting Attendance Record¹

	Council Member	1/16	2/13	3/13	4/17	5/15	6/12	7/17	8/14	9/11	10/9	11/13
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.	Dennis Torres	●		●		●	●	●	●			
	Ryan White Office	●	●	●	●	●	●	●	●			
	Planning Council Staff	●	●	●	●	●	●	●	●			
	% of Council present:	76%	67%	67%	67%	100%	92%	93%	88%			

Guests: Matt Lopes, Brian Datcher, Bob Sideleau, Ronald Lee, Trina Barnes, Jenny Vargas, Iris Sanchez, Karen Reckre, Yadira McLaughlin

Planning Council Meeting Voting Record

Council Member	July Minutes	Afrika Hinds-Ayala	Admin Mechanism	2010 Resource Allocation
Ric Browne	Y	Y	Y	AB
Charlotte Burch	Y	Y	Y	Y
Adaline DeMarrais	Y	Y	Y	Y
Jerod Geter	NP	NP	NP	NP
Jerome Harris	Y	Y	Y	Y
Thomas Kidder	AB	AB	AB	AB
Beverly Leach	Y	Y	Y	Y
Jennifer Loschiavo	AB	Y	Y	Y
Leif Mitchell	Y	Y	NP	Y
Krystle Moore	NP	NP	NP	Y
Joanne Montgomery	Y	Y	Y	Y
Clara Ramos	Y	Y	Y	Y
Christine Romanik	NP	NP	NP	NP
Roberta Stewart	Y	Y	AB	AB
Dennis Torres	Y	Y	Y	Y

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

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