

Greater Hartford Ryan White Part A Planning Council
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 May 5, 2010

MINUTES

Approved June 2, 2010

Members Present		
Cecilia Lewis	Freddie Close	Kenneth Flyte
Charles Capers	George Lawson	Kenton Young
Charna Teasley	Janier Caban Hernadez	Loyd Johnson
Clara Acosta-Glynn	Jeanne Nodine	Mary Prince
Denise Morin	JoAnna Gibson	Michael Hawkins
Edwin Banning	Jody Wynn Rodiger	Ricardo Cruz
Eugene Schempp, Jr.	Kate Bassett	Vernal Talley
Members Absent		
Amy Ortiz	Efrain DeLeon	Reinaldo Rojas
Ann Patterson	Hugo Nunez	Valerie Ingram
Barbara Mase	Izolda Miranda	Wesley Moreno
Betsy Correa	Kasey Harding (A)	Yolanda Potter
Brenda Sanchez	Lolita Young	Yvette Bello
Personnel Present		
City of Hartford		
Joseph Ornato	Angelique Croasdale	LaShaunda Ware
Others Present		
Alexis Sanchez	Jewel Cooper	Rebecca Hopko
Bill Caldrello	Karen Olinchak	Virginia Ruiz
Brian Goodrich	Maria Rodriguez	
Danielle Warren-Dias	Ramina Amejia	

1. Welcome, Announcements & Introductions

Co-chair Jeanne Nodine called the meeting to order at 12:00 p.m. and welcomed everyone to the Planning Council meeting. Jeanne said that priority setting and resource allocation for fiscal year 2011 will start in July with a data presentation meeting. The Priorities Committee will ask the Planning Council to approve the principles and guidelines that we will be used to set priorities and allocations. Two presentations are scheduled for today's meeting: one is on Ryan White services. The other is on sexually transmitted infections. There will be a brief Executive Session at the end of the meeting to nominate new members.

To comply with the Planning Council Conflict of Interest policy, Jeanne asked those in attendance to introduce themselves, state what organization they work for, and what funded Ryan White Part A services their organization provides.

Jeanne reminded everyone that Planning Council meetings are open to the public, but some of the information discussed in these meetings, including people's HIV status, is of a confidential nature, and everyone is expected to honor and respect that confidentiality.

2. Moment of Silence Co-chair Clara Acosta Glynn asked the group to observe a moment of silence to remember persons we have known and loved who have been lost to the AIDS epidemic and to remember all individuals living with and affected by HIV/AIDS.

3. Approval of Council Meeting Minutes for April 7, 2010.

Jeanne asked Council members to take a few minutes to review the minutes from the April 7, 2010, Planning Council meeting. Ricardo Cruz made a motion to accept the minutes. Loyd Johnson seconded. There were no questions or amendments. The minutes of the April 7, 2010, meeting were approved by a vote of 21 Yeas, 0 No's, with no Abstentions.

4. Approval of 2010 Priority Setting Principles – 10 minutes (12:20-12:30)

Jeanne asked Jody Rodiger, co-chair of the Priorities Committee, to review the principles and guidelines that will be followed during priority setting. The principles are similar to those that were used last year. Danielle Warren Dias pointed out that the guidelines make no reference to Planning Council directives. Michael Hawkins asked what directives are. Joseph explained that directives are instructions for the grantee on how to deliver Ryan White funded services. For example directives might specify that certain services are to be delivered in a particular geographic area. Joseph said the Planning Council could add a reference to directives in the guidelines. He suggested adding a guideline stating that “The Planning Council is responsible for developing instructions for the grantee on how to deliver HIV services funded by Ryan White.”

On behalf of the Priorities Committee, Jody accepted the reference to directives as an amendment to the priority setting and principles and guidelines. There were no further questions or amendments regarding the guidelines. Jody asked for a motion to approve the guidelines as amended. Cecilia Lewis made a motion. JoAnna Gibson seconded. The motion passed by a vote of 21 Yeas, 0 No's, with no Abstentions. Following are the principles and guidelines for this year's priority setting/ resource allocation process.

- 1. Priorities and Allocations Are Based On Data.** Decisions are based on the data not on personal preferences. Planning Council members are required to participate in data presentation sessions prior to priority setting and resource allocation.
- 2. Setting Priorities and Allocations:** The priorities and allocations in the current fiscal year serve as the base for decisions on priorities and allocations for the next fiscal year. Changes in priorities and allocations are based on documented changes in service needs, service gaps, and the availability of services.
- 3. Decisions:** Priority and resource allocation decisions are expected to address overall need within the service area not narrow advocacy concerns. Anecdotal data and “impassioned pleas” become part of the priority setting process through focus groups and surveys, but such presentations are not appropriate during priority setting and resource allocation meetings.
- 4. Continuum of HIV Care:** Priorities and allocations should contribute to strengthening the continuum of care, by providing access to HIV primary medical care and support services necessary to maintain persons in medical care, reducing duplication of services, and engaging persons with HIV in care.
- 5. Conflict of Interest:** Planning Council members must disclose at the beginning of each meeting and in writing any conflicts of interest by virtue of their association (as an employee or board members) with an agency that receives Ryan White funding.
- 6. Ballots:** Voting on priorities is done through the completion of individual forms to minimize the likelihood that any member feels pressured to take a particular position.

7. Provider Input: Service providers may answer questions and provide information about the service category for which they provide services but must disclose their association with the agency and the specific service that the agency provides.

8. Interpreting and Using Data: Data sets are more or less reliable. No data set is perfect. Conclusions that are supported by multiple data sets are more likely to be sound than those based on limited or narrow data. In final analysis, weighing and interpreting data is subjective and the responsibility of each individual.

9. Directives: The Planning Council is responsible for developing instructions for the grantee on how to deliver HIV services funded by Ryan White.

5. Training: Service Categories and Ryan White Programs

Clara said the Planning Council allocates Ryan White funding for service categories. Service categories include such things as Outpatient/ Ambulatory Medical Care and Medical Case Management. It is the responsibility of the City of Hartford as Ryan White grantee to use the funds allocated to each service category to provide specific services and programs that fall under the service category.

Clara described the services offered under each service category and identified the providers who offer them. Ken Flyte said that the information is very helpful. He suggested that similar presentations should be offered to medical case managers and particularly to non-Ryan White case managers and social workers. He said that there are many community organization providers and staff who do not know about or how to access Ryan White services for their HIV-positive clients.

Clara said that the TGA used to have networking meetings in order to publicize information about Ryan White services. Ken said that there should be some opportunity for Ryan White and non-Ryan White service providers to get the most current information about what services are available and how to refer clients for the services

6. Presentation: Sexually Transmitted Infections

Wanda Richardson from the Connecticut Department of Public Health talked to the Planning Council about the increasing rates of STI's in the state of Connecticut. Of particular concern are increasing infections of syphilis among MSM's. In 2009, 86% (56 out of 65) of syphilis cases occurred among MSM's. Thirty-six percent of the MSM's with infectious syphilis were also infected with HIV.

7. Committee and Caucus Reports

a. Positive Empowerment Committee (PEC)

Jeanne Nodine reported that members of the PEC met with the Ad hoc Transportation Committee to talk about problems that consumers are having with transportation to appointments

b. Ad hoc Transportation Committee

Freddie Close reported that consumers and providers met to discuss various transportation issues. She said the meeting was very productive. Among the issues discussed were questions about transportation to MANA. Freddie said the transportation provider will work with the Hartford Gay and Lesbian Health Collective to ensure that consumers know how to schedule rides to appointments at MANA. Freddie reiterated that core medical service appointments take precedent over other transportation needs. Another issue was transportation outside of a patient's transportation service area. Freddie said that case managers can assist consumers to arrange for transportation outside this area, but they need to get a letter from the medical specialist indicating that the client needs to see this particular medical provider. Freddie said several consumers and staff indicated that the questions they were asked when trying to schedule transportation to a medical appointment revealed too much about the patient's

medical condition. Freddie said she would contact First Transit to discuss what questions transportation schedulers can ask regarding medical appointments. Freddie reminded clients that after scheduling transportation appointments, they should call to confirm that transportation has been set up.

c. Latino Caucus

Ricardo reported that the Latino Caucus is still looking for a location for the Salud da Comunidad event in June. The caucus is developing a survey to gather information about the HIV service needs of Latinos.

d. Care Team

Cecilia reported that the Care Team is planning an event for Caribbean HIV/AIDS Awareness Day. Care Team members will be present at the West Indian Day Parade to provide information about HIV.

e. Needs Assessment Committee and Priorities Committee

Jody Rodiger reported that the Priorities Committee and Needs Assessment Committee settled on the schedule for this year's priority setting process. The dates are:

Wednesday, June 2, 2010 Priority Setting/Resource Allocation Training (9:30 am- 2:30 pm)

Wednesday, July 7, 2010 Data Presentation (9:30 am- 3:00 pm)

Wednesday, July 14, 2010 PEC Data Review (10:00 am-12:00 noon)

Wednesday, July 28, 2010 Priority Setting (Half Day 9:30 am-12:30 noon)

Wednesday, August 4, 2010 Resource Allocation/Directives (Full Day 9:30 am- 3:00 pm)

The committee also continued planning for the priority setting training which will take place on Wednesday, June 2nd. This is a regular Planning Council meeting date, so most members will be present. The committee especially encourage new members of the Planning Council to be sure to attend the training.

f. Continuum of Care Committee

Ricardo Cruz, reported that the Continuum of Care Committee began work for a report on the TGA's success in meeting the goals and objectives of the Comprehensive HIV Health Services Plan. The report is expected to be ready for this year's priority setting process. The report will provide information on the state of the TGA's HIV care delivery system.

g. Evaluation Committee

Co-chair--Evaluation: Cecilia Lewis

The Evaluation Committee began the process of assessing the efficiency and effective administrative mechanism. The assessment focuses on how efficiently providers are selected and paid and how well their contracts are monitored. The assessment also determines how well services that are funded by the grantee address the Planning Council's priorities, allocations, and instructions for addressing the priorities. The committee developed a provider survey to get some of the information it will use in the assessment. The committee also requested information from the grantee about the administrative process and results of contract, fiscal, and quality management monitoring activities.

h. Membership Committee

Janier reported that the Membership Committee is planning to conduct the next new member orientation in September

8. Grantee Report

Angelique reported that there will be a site visit by Tom Hickey from HRSA in May. Mr. Hickey will meet with fiscal personnel from Ryan White funded agencies and conduct a couple of site visits to agencies. Connecticut is featured in a short video prepared by the National Quality Center on the Cross Parts Initiative. The Cross Parts Initiative was an eighteen month process to strengthen statewide collaborations across Ryan White HIV Program Parts to improve overall quality of care for HIV clients. Five states participated in the Cross Parts Initiative.

9. Executive Session

Jeanne thanked everyone for attending the meeting. She asked Council members to remain briefly for an Executive Session.

Membership Committee co-chair Janier Caban Hernandez said that the Membership Committee recommends Rebecca Hopko and Myrna Millet-Saez for membership. The committee recommended that Shawn Lang be appointed as an alternate member. Ken Flyte made a motion to approve these recommendations. Loyd Johnson seconded. The recommendations were unanimously approved.

The meeting was adjourned at 2:15 p.m.