

Greater Hartford Ryan White Part A Planning Council  
 340 Broad St., Suite 302., Windsor, CT 06095  
 Tel: 860-688-5818 Fax 860-688-4858  
 July 9, 2014

MINUTES

<b>Members Present</b>		
Myrna Millet-Saez	Fernando Morales	Barbara Mase
Maria Lasada	Virginia Ruiz	Denise Morin
Kate Bassett	Cameron Crosby	Moneca Liz
Loyd Johnson	Miranda Baldwin	Danielle Warren Dias
Janier Caban Hernandez	Celia Alamo	Yolanda Potter
Beth Moshier		
<b>Members Absent</b>		
Anthony Rodrigues	Carlos Vazquez	James Armour
Izolda Miranda (A)	Kasey Harding (A)	Shawn Lang (A)
Ricardo Cruz	Francisco Rosa	Joseph LeMay
Hugo Nunez	Mary Prince	
<b>Staff</b>		
Yolanda Benjamin	Angelique Croasdale	LaShaunda Ware
Lennon Hite		
<b>Guests</b>		
Joseph Ornato	Melanie Alvarez	Dorine Testori
Elia Vecchitto	Keysha Starks	Troy Ray

## **Action Items Completed:**

- Reviewed and Approved May 14, 2014 Meeting Minutes (Page 2)
- Service Category Priority Setting (Pages 5-7)
- Raffle winners (Page 7)

### **1. Welcome & Announcements**

Co-chair Fernando Morales called the meeting to order at 10:00 a.m. Fernando 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. Fernando then reviewed today's agenda. The major agenda items are an update from the Grantees office on the 2014 resource allocation and voting on service category priority setting. The data presentation notebooks were distributed at the meeting.

### **2. Moment of Silence/Introductions**

Fernando 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.

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

### **3. Council Meeting Minutes: May 14, 2014**

The committee reviewed the May 14<sup>th</sup> Planning Council meeting. **MOTION:** To approve the revised minutes of the May 14<sup>th</sup> Planning Council meeting minutes made by Janier Caban-Hernandez, seconded by Andre McGuire and approved by a vote of 14 Yeas, 0 No, with 2 Abstentions.

Planning Council Co-chair Fernando Morales, opened the session by noting that today's meeting was the second step in the priority setting process. Members who attended the June 5<sup>th</sup> meeting and today's meeting are eligible to vote on priorities for the Ryan White Part A Planning Council at today's meeting.

### **4. Priority Setting**

Next, Co-chair Fernando Morales explained the today eligible Planning Council members will be asked to cast their vote for what they believe are the most important services to meet the needs of persons with HIV.

Fernando began by addressing a couple of housekeeping issues. The first regards conflict of interest. Since Planning Council membership requirements have been set by the federal government, it is to be expected that some Planning Council members are in a position to vote for priorities or allocations that have the potential to benefit an agency they work for or on whose board they sit. The conflict of interest policy that the Planning Council has adopted allows these members to participate in all discussions and vote on all priorities so long as they disclose their

relationship with the agencies that could benefit from the Planning Council decisions. Fernando read the conflict of interest policy and eligible Planning Council members completed the forms and returned them to the contractor. Below is the policy as written in the Planning Council bylaws (Article 9, Section 1):

“In accordance with Health Resources Services Administration guidelines, a Council member shall be deemed to have a conflict of interest if the member, and/or the member’s spouse, partner, parent or child is a director, trustee, member, volunteer, or salaried employee, or who derives a financial or economic benefit from association with any public or private organization or entity that currently receives or is an applicant for funding under Part A of the Ryan White Care Act of 1990 as amended in 1996, 2000, 2006 and 2010. Conflict of interest does not refer to persons living with HIV/AIDS whose relationship to a grant funded service provider is as a client receiving services.

In order to prevent the existence, or the appearance of the existence, of a conflict of interest, all Planning Council members must complete a yearly **Disclosure Form**. In the event that a matter that raises a potential conflict of interest comes before the Council or a committee for consideration, recommendation or decision, the member shall disclose the conflict of interest as soon as he/she becomes aware of it. This shall, however, not preclude such a member from voting on matters affecting a group of service categories including the one in which he or she has an interest

This “conflict-of-interest” principle shall not be construed as preventing any member of the Planning Council from full participation in discussion about community needs, service priorities, and allocation of funds to broad service categories, and the process from and results of evaluation of service effectiveness. Rather, individual members are expected to draw upon their lay and professional experiences and knowledge of the HIV/AIDS service delivery system as long as they disclose verbally any potential conflicts of interest at the beginning of such discussion.”

Next Fernando asked if there were anyone had any questions or needed any clarification on the data presented on the June 5<sup>th</sup> Planning Council meeting. The only issue was last month’s parking lot issue concerning race/ethnicity in the service utilization presentation. Lennon explained that that Latinos were included in the race category and that backing the data out would be time consuming and costly. Some members suggested entering other in the race category in CAREWare. Angelique invited committee members to help the Grantees Office review CAREWare for solutions to the issue. Fernando also asked if there were any other questions about the priority setting process and there were no questions.

After copies of the priority setting ballot were distributed, Fernando reviewed the ballot for those present. He noted that the ballot lists all service categories that can be prioritized and funded with Ryan White Part A dollars. He explained that service categories can be prioritized even if the Planning Council does not decide to fund the service. For example the Planning Council prioritized “Substance Abuse Services” and “Linguistic Services”, but did not allocate any money for them. If the Planning Council does prioritize a service category, but does not fund it, the council can reallocate money for the service during the year if the need arises. But if a service category is not prioritized, the Planning Council cannot spend Ryan White money on it

during the year, even if the funds become available. Fernando also noted that the Priorities-Needs Assessment Committee decided not to place categories not prioritized in 2014 on the 2015 ballot. The committee also decided to eliminate priority setting order from 2013 and just indicate that the category was a “funded” or “non-funded” category.

Funded	CORE	Outpatient/Ambulatory Health Services
Funded	CORE	Medical Case Mgt (incl Treatment Adher)
Funded	CORE	Oral Health Care
Funded	NON-CORE	Housing Services
Funded	CORE	Mental Health Services
Funded	NON-CORE	Emergency Financial Assistance
Funded	CORE	Early Intervention Services
Funded	NON-CORE	Medical Transportation Services
Funded	NON-CORE	Case Management (non-Medical)
Funded	NON-CORE	Food Bank/Home-Delivered Meals
Funded	CORE	Substance Abuse Servies - Outpatient
Not Funded	NON-CORE	Psychosocial Support Services
Funded	CORE	Health Ins Premium & Cost Sharing Assist
Not Funded	CORE	Medical Nutrition Therapy
Not Funded	NON-CORE	Outreach Services
Not Funded	CORE	Home & Community-based Health Services
Funded	NON-CORE	Legal Services
Not Funded	NON-CORE	Substance Abuse Services - Residential
Not Funded	NON-CORE	Linguistics Services

Fernando explained that the front page stating that you understand the priority setting process and have acted independently in making priority setting decisions needed to be signed and dated. Janier noted that the reason the ballots needed to be signed was so that the contractor could clarify any issues on the completed ballot with members. Below is the certification:

I, \_\_\_\_\_, certify that I understand the process being used by the Ryan White Part A Planning Council to set priorities for the Greater Hartford Transitional Grant Area (TGA). I have participated in the data presentation sponsored by the Planning Council.

I also certify that I have independently prioritized service categories, and that I have based my priorities on available data assessing the needs of people with HIV and AIDS within the TGA, including individuals currently in and out of HIV-related primary medical care.

Below are the results for the priority setting of service categories:

<u>Type</u>	<u>Service Category</u>	<u>2014 Priority</u>	<u>2015 Priority</u>
<b>CORE</b>	Outpatient/Ambulatory Health Services	<b>1</b>	<b>1</b>
<b>CORE</b>	Medical Case Mgt (incl Treatment Adherence)	<b>2</b>	<b>2</b>
<b>CORE</b>	Oral Health Care	<b>4</b>	<b>3</b>
NON-CORE	Housing Services	3	<b>4</b>
<b>CORE</b>	Mental Health Services	<b>5</b>	<b>5</b>
NON-CORE	Emergency Financial Assistance	7	<b>6</b>
<b>CORE</b>	Early Intervention Services	<b>8</b>	<b>7</b>
NON-CORE	Medical Transportation Services	6	<b>8</b>
NON-CORE	Case Management (non-Medical)	11	<b>9</b>
NON-CORE	Food Bank/Home-Delivered Meals	10	<b>10</b>
<b>CORE</b>	Substance Abuse Servies - Outpatient	<b>9</b>	<b>11</b>
NON-CORE	Psychosocial Support Services	15	<b>12</b>
<b>CORE</b>	Health Ins Premium & Cost Sharing Assist	<b>12</b>	<b>13</b>
<b>CORE</b>	Medical Nutrition Therapy	14	<b>14</b>
NON-CORE	Outreach Services	16	<b>15</b>
<b>CORE</b>	Home & Community-based Health Services	17	<b>16</b>
NON-CORE	Legal Services	13	<b>17</b>
NON-CORE	Substance Abuse Services - Residential	18	<b>18</b>
NON-CORE	Linguistics Services	19	<b>19</b>

**Raffle Winners**

Janier Caban-Hernandez, Fernando Morales and Keysha Starks won the monthly raffle drawing.

Meeting adjourned at 1:00 p.m.