

Greater Hartford Ryan White Part A Planning Council  
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April 1, 2015

MINUTES

<b>Members Present</b>		
Kate Bassett	Denise Morin	Vanessa Taylor
Janier Caban Hernandez	Yolanda Potter	Monica Martinez
Cameron Crosby	Mary Prince	Jose Rodriguez
Alice Ferguson	Francisco Rosa	Janette Rodriguez
Moneca Liz	Carlos Vazquez	Loyd Johnson
Andre McGuire	Danielle Warren Dias	
Myrna Millet-Saez	Dorine Testori	
<b>Members Absent</b>		
Martin Burke		
Beth Moshier		
Cassie Cain		
<b>Staff</b>		
Yolanda Benjamin	Angelique Croasdale	LaShaunda Ware
Sharon Dixon	Peta-Gaye Nembhard	
<b>Guests</b>		
Linda Eastbrook	Melanie Alvarez	Taneka Allen
Johnnie Garcia	Shawn Lang	Robert Shipman
Marcia DuFore	Gina D'Angelo	Sylvia Miller
Leander Kelly Jr.	Kristine Velez	
Angela Eastman	Elia Vecchitto	
Ann Patterson	Rosa Dejesus	
Nitza Agosto	Jim Pettinelli	

## **Action Items Completed:**

- Approved the March 2015 Planning Council Meeting Minutes (Page 2)
- Review of Ground Rules for Planning Council Meetings
- Grantee Update (Pages 2-7)
- Committee Reports (Page 7-8)

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

Co-chair Loyd Johnson called the meeting to order at 12:00p.m. Loyd 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. Co-Chair Andre McGuire then reviewed today's agenda, the major agenda items will be a discussion and vote on the minutes, a report from the grantee's office and the committee reports.

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

Co-Chair Andre McGuire 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, Andre 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. Planning Council Rules of the Road**

Co-chair Loyd Johnson noted the Planning Council's Steering Committee noted that there are several new members and questions at the Planning Council meetings. The Committee decided that it would be helpful for everyone to review the "Rules of the Road" developed by the Planning Council to ensure to ensure a respectful and inclusive environment for our members. Co-Chair Loyd Johnson explained that the meetings of the Planning Council are conducted so that each member

and the public has ample opportunity to fully participate in the meeting. The Co-Chair then reviewed each of the following “Rules of the Road”.

## RULES OF THE ROAD: Meeting Ground Rules Greater Hartford TGA Ryan White Part A Planning Council

### 1. Respect:

Planning Council Members should show respect for each other and the public during Planning Council meeting related activities. Use kind language in responding to the dialog shared by each Planning Council Member and always feels comfortable to ask for clarification of ideas expressed that concern all Ryan White Funding matters.

### 2. Confidentiality:

Planning Council Members should respect each other’s confidentiality in areas pertaining to HIV/AIDS status or any other medical condition.

### 3. Listen and ask to understand:

Planning Council Members should always ask questions if they do not understand any part of the process. The Council co-chairs and committee/caucus co-chairs share the responsibility of making sure that everyone understands the process, what is being discussed, and the results and outcomes.

### 4. Welcome differences and learn from others:

An important part of Planning Council and committee work is the diversity around the table and the recognition of that diversity. The Council can benefit greatly from the diverse voices and ideas represented through its members.

### 5. Support and suggest, not blame or guilt or attack:

Members should not personally attack each other at meetings. Co-chairs have discretion to call a meeting to order at any time if the discussion should become unruly or go off topic.

### 6. Agree to disagree – solve it privately:

Members should discuss issues and concerns with each other privately and not during Planning Council meetings. Leave egos and baggage at the door and concentrate on Planning Council business.

7. We're all equal here; everyone counts:

Each Planning Council member has an equal voice in the process, and everyone's opinion counts.

8. K.I.S.S. – Keep It Short and Simple:

Try to keep questions, answers and presentations short and to the point. Don't wander off the discussion at hand.

9. One speaker at a time to avoid derailment:

To avoid misunderstandings and loss of focus, Planning Council members should honor the "one speaker at a time guideline". Members should allow the speaker to complete his/her statement and not interrupt.

10. Priority of Discussion:

Council co-chairs will handle order of speaking priority and may limit or discontinue discussions if speakers move off track. Voting members shall have first opportunity over guest when speaking at meetings.

11. "Keep the focus":

Remember that the goal of the Greater Hartford TGA Ryan White Part A Planning Council is to create a seamless continuum of care that addresses the needs of the infected and affected populations in Hartford, Middlesex and Tolland Co.

12. We are all in this together.

Let's keep a united voice and a focused front.

13. Do your homework!

The Co-Chair also reminded members that if the Co-Chairs determine that a member's behavior at a Planning Council or committee meetings is rude, insulting or unethical, the co-chairs shall meet privately with the member and explain what standard of behavior is expected. If the rude,

insulting or unethical behaviors persist, the co-chairs may recommend a member's removal from the Planning Council. The co-chairs may also recommend removal if a member improperly represents council policy or actions to the media without prior authorization to speak on behalf of the Council. In accordance with the By-laws, a member of the Planning Council may be removed by a two-thirds vote of a quorum for rude, insulting or otherwise unethical behavior at Planning Council, standing or ad-hoc meetings. Upon a vote for removal, written notification of said action shall be sent to the member, Mayor and Grantee.

Lastly, The Co-Chair noted that all members are expected attend training, attend data presentations before participating in the priority setting process and participate in a standing committee (Membership, PEC, Priorities and Needs Assessment, Continuum of Care and Evaluation Committees).

#### **4. Council Meeting Minutes: March 4, 2015 Minutes**

The Council reviewed and noted that the providers names should be spelled out. The Council approved the minutes as follows:

March 4 , 2015 Minutes: **MOTION:** To approve the minutes to approve minutes of February 4 made by Francisco Rosa, seconded by Dorene Testori and approved by vote of 15 Yeas, 0 No's and 1 Abstentions

There was a request to increase the font size on all Planning Council materials.

#### **5. Grantee Update**

The Grantee's Office had no new information to report.

#### **6. Committee Meetings**

The Evaluation Committee and Priorities-Needs Assessments Joint Committee convened.

## **7. Committee Reports**

**Membership Committee:** Janier Caban Hernandez reported that the Committee met and interviewed 1 applicant for members. Letters have gone out to 8 applicants and interviews will continue next month.

**Continuum of Care Committee:** Angelique Croasdale reported on the February 17 meeting of the committee. The committee met at CHS offices. Nitza Agosto hosted the meeting. The committee began review of the 2015-2016 Early Identification of Individuals with HIV and AIDS (EIIHA) Plan Goals & Objectives developed questions to determine progress on the goals of the plan. Danielle Warren Dias noted that she would be joining the Continuum of Care Committee. The next committee meeting is scheduled for **Tuesday, April 7 from 1:30 p.m. to 3:00 a.m. CHS, Albany Ave., Hartford, CT.**

**Evaluation Committee:** Moneca Liz reported on the committee's work. Yolanda Benjamin made a Case Management PowerPoint focused on the standard of care definitions across the board with the collaborations among providers, nurses and other health care staff. The committee also worked on the Provider Survey. Changes were made for the new survey, however in general the survey was kept very similar to last year so that "apples to apples" comparisons could be made in regards to grantees progress. Yolanda will talk with Tom and get clarification on survey questions. A meeting was be scheduled in two weeks, before the next Planning Council meeting.

**Positive Empowerment Committee:** Alice Ferguson reported on the PEC meeting this morning. PEC would like to get minutes in the packet every month so we can have better discussions during the meeting. Will request the minutes 1 week before the meeting. We would also like to make a flyer to inform consumers that we are going to be visiting local areas.

Minutes from the last meeting were reviewed and approved with changes to the names assigned to cover committees as follows:

Priorities and Needs Assessment: Alice Ferguson, Andre McGuire, Frankie Rosa, and Mary Prince

Continuum of Care: Cassie Cain, Carlos Vega, Danielle Warren Dias

Evaluations: Danielle Warren Dias, Vanessa Taylor, Janette Rodriguez  
Caucuses (AACT and Latinos) - Francisco Rosa, Danielle Warren Dias,  
Cassie Cain, Mary Prince

Alice is still in process of working with Hartford County ministers.

Alice will be co-chairing the Priorities and Needs Committee today.  
There was a request to get a list of committee members.

Mary and Frankie reported that there will be an ACCT/Latino Caucus  
meeting on April 17, 2015 at 1pm at the Zezzo House, 184 Homestead  
Ave., Hartford.

**8. Announcements, Wrap-up and Drawing** Myrna Millet-Saez, Mary  
Price and Andre McGuire Rosa won the drawing.

**EXECUTIVE SESSION:** There was no executive session.

Meeting adjourned at 2:35pm