

Greater Hartford Ryan White Part A Planning Council
 340 Broad St., Suite 302., Windsor, CT 06095
 Tel: 860-688-5818 Fax 860-688-4858
 June 26, 2015

MINUTES

| Members Present | | |
|------------------------|---------------------|-------------------|
| Andre McGuire | Denise Morin | Monica Martinez |
| Janier Caban Hernandez | Cassie Cain | Jose Rodriguez |
| Danielle Warren Dias | Leander Kelly Jr | Janette Rodriguez |
| Loyd Johnson | Nitza Agosto | Sylvia Miller |
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| Members Absent | | |
| John Heffelfinger | Beth Moshier | Vanessa Taylor |
| Kate Bassett | Yolanda Potter | Carlos Vazquez |
| Alice Ferguson | Moneca Liz | Mary Prince |
| Francisco Rosa | Dorine Testori | |
| Staff | | |
| Yolanda Benjamin | Angelique Croasdale | LaShaunda Drake |
| Sharon Dixon | Peta-Gaye Nembhard | Renata Dixon |
| Guests | | |
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Action Items Completed:

- Tabled review and approval of Minutes (Page 2)
- Review Meeting Ground Rules (Pages 3-4)
- Review Priority Setting Principles & Criteria (Page 4)
- Review of Questions related to June 3 Data Presentation (Pages 4-5)

1. Welcome & Announcements

Co-chair Andre McGuire called the meeting to order at 10:00 a.m. Andre 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. Andre then reviewed today's agenda. The purpose of this meeting is to review any questions the members might have about the June 3 data presentations or about the priority setting process and resource allocation voting.

2. Moment of Silence/Introductions

Andre 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. Council Meeting Minutes

No meeting minutes were no presented for review and approval.

Meeting Ground Rules

Co-Chair Andre McGuire then did a quick review of the meeting ground rules: 1) **Respect:** 2) **Confidentiality:** 3) **Listen and ask to understand:** 4) **Welcome differences and learn from others:** 5) **Support and suggest, not blame or guilt or attack:** 6) **Agree to disagree – solve it privately:** 7) **We’re all equal here; everyone counts:** 8) **K.I.S.S. – Keep It Short and Simple:** 9) **One speaker at a time to avoid derailment:** 10) **Priority of Discussion -** 12) **“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; 13) **We are all in this together.** *Let’s keep a united voice and a focused front* and 14 **Do your homework**

Priority Setting Principles & Criteria

Co-chair Loyd Johnson then provided a brief review of the following Priority Setting Principles and Guidelines approved at the April 2013 Planning Council meeting: 1) **Priorities and Allocations Are Based on Data.** Decisions are based on the data not on personal preferences; 2) **Required Meetings.** Planning Council members must attend at least two of the following meeting: Eligibility to vote will be reviewed by the Membership Co-chair and Dixon & Company and members must attend the July 8, 2015, Priority Setting meeting in order to vote on priorities and allocations for fiscal year 2016; 3) **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; 4) **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; **5) 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; **6) 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; **7) Ballots:** Voting on priorities is done through the completion of individual, confidential ballots to minimize the likelihood that any member feels pressured to take a particular position; **8) 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; **9) 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; and **10) Directives:** The Planning Council is responsible for developing instructions for the grantee on how to deliver HIV services funded by Ryan White.

2013 Needs Assessment

There were no questions about the needs assessment. The Planning Council reviewed the information on funding for housing services in Connecticut.

Epidemiological Data/Treatment Cascades

There were no questions about the epidemiological data in the TGA from the Department of Public Health's AIDS Surveillance Program.

STI Data Presentation

There were no questions about the Department of Public Health's (DPH) Sexually Transmitted Infections Unit.

Service Utilization Information

There were no questions about the service utilization information.

Funding Streams

There were no questions about the funding streams for fiscal year 2014.

Ballots and Conflict of Interest

The Planning Council also reviewed the ballot and the conflict of interest form. The Council approved the following change in the ballot: the 2015 priorities were removed.

Wrap-Up

The drawing was not held.

The Co-Chairs eminded everyone that Planning Council members will be voting for priorities and allocations for fiscal year 2016 on July 8, 2015.

Meeting adjourned at 12:30 p.m.