



**Ryan White Planning Council**  
 New Haven & Fairfield Counties  
 Leif Mitchell & Roberta Stewart, Co-Chairs

**Strategic Planning & Assessment Committee Meeting Summary**  
**FAST FACT PAGE**

**Meeting Date:** April 15, 2008  
**Start Time:** 12:00 PM  
**End Time:** 2:00 PM  
**Location:** Greek Olive, New Haven, CT  
**Recorder:** Tracy Kulik

**Attendance Record**

Date of Meeting	1/15	2/19	3/26	4/15	4/24	5/1	6/5	7/3	8/7	9/4	10/2	11/6	12/4	1/8	2/5
<b>Council Members</b>															
Jose Aquino				•	•										
Carlos Barbier					•										
Henry Bethea				•	•										
Charlotte Burch				•	•										
Ric Browne				•											
Brian Datcher	○		○	•											
Jerod Geter	○			•	•										
Awilda Gonzalez				•	•										
Jerome Harris															
Afrika Hinds-Ayala															
Thomas Kidder	○		○	•	•										
Leif Mitchell	○	○	○	•	•										
Joanne Montgomery															
Sara Nichols				•	•										
James Pitts															
Christine Romanik				•											
Bob Sideleau	○	○	○	•	•										
Roberta Stewart	○	○	○	•	•										
Ken Teel				•	•										
Dennis Torres	○	○		•	•										
Javier Velez	○	○	○	•											
<b>Other Participants</b>															
Ryan White Office	○	○	○	•	•										
Collaborative Research	○	○	○	•	•										
Nick Boshnack (APNH)															
Rev. Alex Garbera				•											
Caralee Parruta (Liberation)															
Frances Pullen (AIN)															
Stacie Rivera	○														
Kara Capone					•										
Lori Wesley					•										



## **Ryan White Planning Council**

New Haven & Fairfield Counties

Leif Mitchell & Roberta Stewart, Co-Chairs

### **Welcome and Moment of Silence**

Leif Mitchell, Co-Chair of the Committee, called the meeting to order at 12:05 p.m. and welcomed members of the committee and the public. Mr. Mitchell asked that the participants silence their cell phones for the duration of the meeting and led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS. Mr. Mitchell reminded the attending members that all meetings are open to the public and advised that care should be used when sharing any personal or private information. Leif Mitchell determined that the quota for quorum had been met and that the Committee could proceed with business as outlined on the agenda.

### **Approval of Meeting Summary**

The Committee reviewed minutes from the March 26, 2008 meeting. No changes were recommended.

- A motion was made by Tom Kidder to approve the minutes. The motion was seconded by Javier Velez. There was no discussion by the membership and the vote was called to question. Minutes were approved as written: 4 approved; 0 opposed; 1 abstention (Roberta Stewart).

### **New/Old Business**

- a. Review of Planning Council Survey Feedback Forms from February 2008 meeting:*  
Copies of the feedback summaries from February and March were distributed to those attending. Members took a few minutes to review the feedback that was received. Discussion was held as follows:

- b. New/Other Business*

- ❖ OLD BUSINESS (from April 11<sup>th</sup> Planning Council meeting):
  - The two items from the 4/11/08 Planning Council—1) Explain Population Based Priority Setting process and 2) Ensure inclusion of Out of Care in this study and also allow PLWHA to ‘self-identify’ their exposure were affirmed.
  - Meeting time: The three (3) committees are confirming their new meeting dates and times. Discussion occurred about two (2) possible meeting times, both on the first Thursday of the month. Ten (10) members voted for Thursday from 2-4 p.m., and seven (7) could attend on Thursday from 12:15 to 2 p.m. Since three regular members and the two Co-Chairs expressed issues with the latter time, the former (2-4 p.m.) was recommended to the Planning Council Co-Chairs.

*Consensus of all present* was that the meeting be held on the first Thursday of each month from 2-4 p.m. as listed below:



## Ryan White Planning Council

New Haven & Fairfield Counties

Leif Mitchell & Roberta Stewart, Co-Chairs

Council Member	Velez motion Browne 2nd	Velez motion Browne 2nd
	Meet 1 <sup>st</sup> Thursday of the month from 2-4 p.m.	Meet 1 <sup>st</sup> Thursday of the month from 12:15-2 p.m.
Leif Mitchell	Y	N
Roberta Stewart	Y	N
Ariel Berrios	Y	Y
Ric Browne	Y	Y
Tom Butcher	Y	Y
Luis Curzo	Y	Y
Alex Garbera	Y	Y
Chris Romanik	Y	Y
Ken Teel	Y	Y
Dennis Torres	Y	N
Javier Velez	Y	N
<b>TOTAL</b>	<b>11 Y</b>	<b>7 Y, 4 N</b>

### ❖ NEW BUSINESS:

Roberta Stewart presented an overview of the population-based priority setting and resource allocation process including the proposed schedule, agenda items for the three (3) meetings to be held in April focused on population-based priority setting, and the role of professional staff in support of this critical process. She also stated that unlike prior years, the SPA Co-Chairs are firm that the process be inclusive, but that discussion and decisions will not ‘re-set’ upon delayed arrival to the process.

### Overview of Proposed Process:

*April 15<sup>th</sup>*: Reviewed June 30, 2007 and (draft, not public) estimate of the December 30, 2007 Epidemiologic Profile developed by the Connecticut Department of Public Health. These figures were used (New AIDS, New HIV cases; Living AIDS, Living HIV cases) to provide initial priority population groups. HRSA traditionally mandated special population groups<sup>1</sup> but due to frequent recommendations from EMA/TGA’s, revised this policy to state that the jurisdiction determine, through a data-driven process, up to six (6) special population groups reflecting the epidemiology of that area.

Initial determination used epidemiologic profile or scientific inventory of **all** persons both newly infected and living with HIV in the TGA. This foundation data source will be enhanced through inclusion of data from the 2006 full population-based chart review data. Data elements to be pulled from this 100% population data collection include ‘**Late to Care**’ (present to care following initial AIDS diagnosis or convert from HIV to AIDS within one year of initial HIV diagnosis); **Disease Burden** (other chronic diseases); **Limited English Proficiency** (English not primary language and uncomfortable with English); and **Federal Poverty Level below 150%**.<sup>2</sup>

<sup>1</sup> African American, Latino/a, Women of Child Bearing Years, Youth, MSM, Substance Users.

<sup>2</sup> (1 person - \$15,600 annual income, 2-\$21,000, 3-\$26,400, 4-\$31,800, 5-\$37,200, 6-\$42,600, 7-\$48,000, 8-\$53,400).



## Ryan White Planning Council

New Haven & Fairfield Counties

Leif Mitchell & Roberta Stewart, Co-Chairs

*April 24<sup>th</sup>*: The agenda for this session would, based on selection of the six special population groups, further detail how they access services leading up to the goal of HRSA: entry into primary medical care. This care continuum would be further explored by special population group in their use, need, barriers and gaps to service while in care and what populations tend to leave care. This last group would be explored regarding care re-entry—what services or events caused them to re-enter care, and if they access a different sequence of services prior to primary medical care use than when they first entered care.

This decision, the priority of services given special population needs, will then move into resource allocation review—understanding of the different funding sources for the priority services. These meetings will occur in May, with estimated decision in June/July.

*c. Next meetings*

- ❖ The next meeting will be held on April 24<sup>th</sup> – co-held with Membership/Finance at their regularly scheduled committee.

*d. Adjournment*

Roberta Stewart thanked those present for their work and adjourned the meeting at 2:00 PM.

### Strategic Planning and Assessment Committee Voting Record

Y= YES

N= NO

AB= ABSTENTION

Council Member	Velez motion Browne 2nd
	Approve Minutes of 3/26/2007 SPA Committee Meeting
Leif Mitchell	A
Roberta Stewart	A
Ariel Berrios	A
Ric Browne	A
Thomas Kidder	Y
Chris Romanik	A
Robert Sideleau	Y
Ken Teel	Y
Dennis Torres	Y
Javier Velez	Y
<b>TOTAL</b>	<b>5 Y, 5 A</b>

- Attachment: 1. Overview of Data Sources for Population-Based Priority Setting Process**  
**2. Literature Review of population-based priority setting in other EMAs/TGAs**