



**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:** May 1, 2008  
**Start Time:** 2:00 PM  
**End Time:** 4:00 PM  
**Location:** Optimus, Bridgeport, 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					•	•									



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

Leif Mitchell, Co-Chair of the Committee, called the meeting to order at 2:00 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 April 15, 2008 meeting. Changes recommended including moving Dennis Torres from 'Other' to Planning Council member, revising the voting record for Ken Teel and noting the presence of Jerod Geter, Awilda Gonzalez and Lori Wesley at the Membership/Finance Committee meeting with joint agenda with SPA for the April 24, 2008 meeting.

- A motion was made by Robert Sideleau to approve the minutes. The motion was seconded by Leif Mitchell. There was no discussion by the membership and the vote was called to question. Minutes were approved with the noted revisions: 8 approved; 0 opposed; 2 abstained (Leif Mitchell and Javier Velez).

### **New/Old Business**

#### *a. Priority Setting and Resource Allocation Process Overview*

A refresher of prior processes was given at the March 26<sup>th</sup> SPA meeting. Review of the population-based process occurred at the April 15<sup>th</sup> meeting resulting in development of an initial 'grid' using multiple data sources presented at the April 24<sup>th</sup> session. Multiple criteria were used from several data sources (see Appendix) aligned against eleven (11) possible special populations. Initial assessment used simple 'hash marks' with identification of the 'bar' at the top of each column signifying a 'hit' or hash mark. The committee charged the two Co-Chairs and professional staff with further analyzing this data using more quantitative 'bars' or criteria. This session (May 1) is intended to detail that grid using several assessment methods. This analysis is expected to result in a vote to approve the six (6) special populations. In addition, the group will begin to migrate to care pattern analysis with an overview of initial care patterns for: a) entry to care b) care maintenance or retention c) patterns for populations re-entering care (if different from initial care entry) and d) input from Out of Care stating what services would be required to enter or re-enter into primary medical care.

#### *b. Decision on six (6) population groups*

- ❖ Following review of the revised grid and additional input on the SPA Co-Chairs review of two other methods besides 'simple scoring' – (2) an average of rankings in the nine (9) criteria and (3) collation of the #1 scores in each of the nine (9) criteria; it was determined that the six (6) populations re-occurred, just in different orders. This interim assessment of scoring criteria reassured the group that the six (6) special populations were sound.



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- ❖ Based on this due diligence, a motion was made by Robert Sideleau and seconded by Awilda Gonzalez to approve the six (6) special populations for priority setting of:  
(1) Latino(a) (2) African American (3) Injection Drug Users (4) Foreign Born (5) Males having sex with Males (MSM) and (6) Heterosexuals.

The motion passed unanimously, with eleven (11) yes votes.

### *c. Overview of care sequence*

An overview was presented by Leif Mitchell with detail provided by Tracy Kulik of the aggregate patterns for 'all' PLWHA (total respondents by each contributing data source) for:

- a) Entry to Primary Medical Care
- b) Retention or Maintenance in Primary Medical Care
- c) Return to Primary Medical Care (of those who actually returned)
- d) Statement by currently Out of Care of services they would access to return to care

Next meeting/next step in process: Discussion occurred about the next meeting at which care patterns for the six (6) population groups would be reviewed and compared to the whole. It was decided that this meeting occur from 2-4 p.m. on Thursday, May 15, 2008. Lori Wesley offered to inquire if Leeway could host this session. Notice will be forthcoming to all attendees. The regular meeting, on June 5<sup>th</sup>, would further detail care patterns for the whole and the six (6) selected populations by the five (5) strategic planning regions.

### *d. Adjournment*

Leif Mitchell thanked those present for their work and adjourned the meeting at 4:00 p.m.



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**Strategic Planning and Assessment Committee Voting Record**

Y= YES

N= NO

AB= ABSTENTION

Council Member	Sideleau motion; Mitchell 2nd	Sideleau motion; Gonzalez 2 <sup>nd</sup>
	04/15/08 Meeting Minutes Approval	Approval of six (6) special Population groups for FY 2008 Population-based Priority Setting process
Leif Mitchell	AB	Y
Roberta Stewart	Y	Y
Jose Aquino	Y	Y
Charlotte Burch	Y	Y
Jerod Geter	Y	Y
Awilda Gonzalez	Y	Y
Thomas Kidder	Y	Y
Ken Teel	Y	Y
Robert Sideleau	Y	Y
Dennis Torres	Y	Y
Javier Velez	AB	Y
<b>TOTAL</b>	<b>9 Y, 2 Abstain</b>	<b>11 Y</b>

- Attachments:**
- 1. Presentation at May 1, 2008 meeting**
  - 2. Data Source Overview of Criterion set for Population-Based Priority Setting process**