



# 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:** February 19, 2008

**Start Time:** 12:10 PM

**End Time:** 2:00 PM

**Location:** Visiting Nurse Association, New Haven, Connecticut

**Recorder:** Helen Lansche for Jeff Daniel

### Attendance Record

Date of Meeting	1/15	2/19	3/18	4/15	5/20	6/17	7/22	8/19	9/16	10/21	11/18	
<b>Council Members</b>												
Jose Aquino	○											
Carlos Barbier	○											
Henry Bethea												
Charlotte Burch												
Ric Browne												
Anthony Crafter												
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												
Javier Velez	○	○										
<b>Other Participants</b>												
Ryan White Office	○	○										
Collaborative Research	○	○										
Nick Boshnack (APNH)												
Dennis Torres	○	○										
Rev. Alex Garbera												
Caralee Parruta (Liberation)												
Frances Pullen (AIN)												
Stacie Rivera	○											



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

Roberta Stewart, Co-Chair of the Committee, called the meeting to order at 12:10 PM and welcomed members of the committee and the public. Ms. Stewart 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. Ms. Stewart 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 and Roberta Stewart 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 January 15<sup>th</sup> meeting. No changes were recommended.

- A motion was made by Javier Velez to approve the minutes. The motion was seconded by Bob Sideleau. There was no discussion by the membership and the vote was called to question. Minutes were approved as written: 3 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 summary were distributed to those attending. Members took a few minutes to review the feedback that was received. Discussion was held as follows:

- ❖ Mr. Velez raised the question of whether the feedback forms were available in Spanish for the public and members of the Planning Council who speak primarily English. Discussion was held on the issues related to translation availability. Mr. Velez expressed concerns that if there is no one available to translate that the PC would be limiting participation by Spanish speaking PC members, consumers who attend the meetings, and the general public. Discussion ensued on the need to have all documents translated into Spanish and available for use by those individuals. Ms. Stewart and Mr. Mitchell will take the recommendation forward to the Executive Committee for consideration.
- ❖ Mr. Butcher expressed concern regarding the feedback on item #4 of the form (“The meeting discussion was run well”). SPA Committee members, who were present at the Planning Council meeting, agreed that there appears to be some confusion on the roles and responsibilities that occur relative to the Planning Council meeting and its agenda items. The group agreed that the “open discussion” that was conducted at that PC meeting went out of control and off track. Those who attended the PC meeting expressed that the meeting could have been handled better and that the PC Chair may need further support and direction in how to run a meeting. Specifically, there is a need for direction on how to handle discussions that are raised by consumers who also serve as PC members, as well as members of the general public.

- ❖ Ms. Stewart initiated the discussion on the need to remind those who are attending the PC meeting, that it is a business meeting and that there will be limited time for discussion; both by Committee Chairs and the general public, but that the agenda needs to be followed.
- ❖ Discussion ensued on the need to restructure the PC agenda to include time limitations on each agenda item. Roberta Stewart and Leif Mitchell agreed to take the recommendation forward to the Executive Committee for consideration.
- ❖ Further discussion was held by the membership regarding the need that only Committee Co-Chairs address the public during PC meetings; and that this occurs only during the opportunities for public comment on agenda items. SPA Committee members expressed the need for the Co-Chairs of the PC Committees to present the reports from the various committee meetings and that only the Co-Chairs of the PC decide whether there is time for public comment and discussions. In addition, the members expressed the need for having only Committee Co-Chairs address the public comments and concerns; and that the questions that are asked by PC members should be answered prior to any call to public or addressing any questions that arise from the general public. Additionally, it was expressed that there should be a limit on the time allotted for public comment. One recommendation that was made was for their to be a “Parking Lot” sheet of paper available to document issues that can be addressed at future meetings or outside the PC meeting arena. Ms. Stewart and Mr. Mitchell will carry the requests forward to the Executive Committee for consideration. Ms. Lansche will advise Jeff Daniel to arrange for the availability of a sheet of paper for any “Parking Lot” items. It was strongly urged to recommend that quick answers be addressed at the PC meeting and anything longer be directed to the appropriate sub-committee or dealt with after the general meeting with the person who brings up the discussion item.
- ❖ Those who attended the meeting felt that it was a very passionate meeting. Committee members expressed the need to remind the general public of the avenues available to which they can take questions and feedback. In addition, the members stated the need for a more detailed Planning Council agenda, so that the members of the PC are aware of what needs to be reviewed prior to the meeting.
- ❖ Discussion turned to the focus on the need for future training sessions for any new PC members. The question was brought up on whether there is a need for the development of a time schedule for routine training of new PC members.
- ❖ Recommendations that were developed from this discussion will be taken to the Executive Committee by either Leif Mitchell or Roberta Stewart.

*b. 2008 Bylaws Review and Update:*

Leif Mitchell led a discussion on the revised Bylaws, which were returned to Committee for further discussion on the comments made at the Planning Council general meeting. There were no comments received from the members of the PC, upon the receipt of the proposed changes that were sent out prior to the general PC meeting. According to Leif Mitchell and Roberta Stewart, no comments were received prior to the general meeting. Ms. Stewart explained that the intent of the proposed revisions were to make the current Bylaws adequately reflect the current processes and committee structure of the Planning Council. Ms. Stewart reminded the committee members present that bylaws are a working document that is meant to change with any change in practice or new regulation/directives from HRSA-HAB. Discussion followed:

- ❖ Discussion of making the various sections address key issues; “Quorum” has an entire section addressing the various quorum requirements. Bob Sideleau pointed out a discrepancy between the two sections of the proposed bylaws that contradict each other. In addition, Mr. Sideleau suggested that rather than repeat the item in separate sections, place all items



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pertaining to quorum under the section titled quorum. Mr. Sideleau recommended that all topics be handled in this format, to make the document less confusing.

- ❖ Discussion was held by the committee members on how to align the terminology. It was decided that all items related to the same topic should be grouped together.
- ❖ The Committee revised the Bylaws to align the items as per recommended. Leif Mitchell will send the revised Bylaws out the Planning Council membership with the request for comment to be sent to or called to Leif Mitchell or Roberta Stewart prior to the next general PC meeting. Ms. Stewart will be available 30 minutes before the start of the PC meeting to address any questions that relate to the revised Bylaws. Ms. Stewart will then present the Bylaws at that meeting stating that the time for comment has closed and that the Bylaws will be presented with a call to vote on approval by the general PC membership.

### *c. New/Other Business*

- ❖ Javier Velez requested that the agenda be revised to include the full address for the location of any future meetings.
- ❖ Discussion was held by the members present that the “Standing agenda items for discussion/review” agenda item be changed to “Other Business.” Helen Lansche will let Jeff Daniel know to change the agenda to match the recommended items above.
- ❖ Leif Mitchell requested that the “Parking Lot” items from last year’s Resource Allocation meeting be pulled and sent to SPA membership, as well as brought to the next meeting, in preparation for the upcoming priority process that will be coming up.
- ❖ Roberta Stewart asked that there be training in how to work with data sets and information, such as the data that was obtained from the population based studies and surveys. In addition, Ms. Stewart and Mr. Butcher led a discussion with the membership on the need to decide what data sets be developed based on the premise of what data is needed, how will it be obtained, how much data is needed, and why it is to be used to prioritize service funding, etc.
- ❖ Mr. Butcher led a discussion on special populations (identified in the grant proposal) and the need to wrap priority and allocation processes around those populations. In addition, the need to look at last year’s priority setting process and the population based studies needs to occur.
- ❖ Discussion turned to the development of a policy and procedure manual and how it will happen. Members felt that each PC subcommittee is responsible for their own procedures and should develop policies that address them. Ms. Stewart will take the recommendation to the Executive Committee.
- ❖ A request was made that Ms. Stewart send out last year’s planning and allocation process to the members.



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*d. Next meeting*

- ❖ Leif Mitchell recommended that at the next meeting the members begin to focus on the process of priority setting.
- ❖ The next meeting will be held on March 18, 2008 at Optimus in Bridgeport.

*e. Adjournment*

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

## Strategic Planning and Assessment Committee Voting Record

Council Member		Velez motion; Sideleau 2nd
		01/15/08 Meeting Minutes Approval
<b>1</b>	Leif Mitchell	Y
<b>2</b>	Bob Sideleau	Y
<b>3</b>	Javier Velez	Y
<b>4</b>	Roberta Stewart	AB

Y= YES

N= NO

AB= ABSTENTION