



# Ryan White Planning Council

New Haven & Fairfield Counties

Jerod Geter, Co-Chair

## Membership /Finance Committee

### Meeting Summary - DRAFT

Meeting Date: Thursday, June 4<sup>th</sup>, 2009  
 Start Time: 12:09 p.m.  
 End Time: 1:38 p.m.  
 Location: Greek Olive, New Haven  
 Presiding Chair: Jerod Geter  
 Recorder: Bob Sideleau, Planning Council Staff

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#### SUMMARY OF COMMITTEE BUSINESS VOTES

- Minutes from May 7
- Two new nomination applications

#### COUNCIL MEMBER ASSIGNMENTS

- “Invite a Friend” Email meeting notice around for the Planning Council, and bring a person to the next Planning Council and Committee Meetings

#### STAFF MEMBER ASSIGNMENTS

- Communicate with eligible Co-Chair Candidates
- Post Planning Council Recruitment Flyer to [www.ryanwhitecare.org](http://www.ryanwhitecare.org)
- Speak with Planning Council applicant regarding attendance requirements

#### ATTENDANCE RECORD - 2009

	Committee Members	1/8	2/8	3/5	4/2	5/7	6/4	7/9	8/6	9/3			
1.	ADALINE DEMARRAIS				●	●	●						
2.	<b>JEROD GETER* (CO-CHAIR)</b>				●	●	●						
3.	JEROME HARRIS		●	●		●	●						
5.	AFRICKA HINDS-AYALA												
6.	TOM KIDDER	●	●	●	●	●	●						
7.	ROBERT SIDELEAU	●	●	●	●	●							
8.	ROBERTA STEWART	●	●	●		●	●						
9.	MR. KEN TEEL	●	●	●	●								
	<b>Other Attendees</b>												
	RYAN WHITE OFFICE	●	●		●	●	●						
	PC STAFF	●	●	●	●	●	●						
	Other Participants	Charlotte Burch (PC), Ric Browne (PC), Leif Mitchell (PC), Africka Hinds-Ayala, Felipe Ruiz, Jenny Vargas											



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## (1.0) **Moment of Silence**

Jerod Geter called the meeting to order at 12:09 p.m. A moment of silence was held in recognition of all who have been affected by HIV/AIDS.

## (2.0) **Welcome and Introductions**

Jerod asked participants to introduce themselves and reminded attendees that the meeting is public and open to the press. Participants are asked to use good judgment disclosing any personal information during introductions. He also asked that meeting participants silence electronic devices, such as cell phones.

## (3.0) **Co-Chair Announcements**

Welcome was extended to new council members, Joanne Montgomery and Joel Williams who were approved by the Council in May, and have received their appointment letters from the Mayor.

## (4.0) **Approval of April 2nd, 2009 meeting Summary**

**Motion to approve Minutes:** 1<sup>st</sup>: Adaline DeMarrais ; 2<sup>nd</sup>: Roberta Stewart

**Discussion:** Changes: remove "Co-Chair" from Ken Teel's name in attendance grid

**For:** Adaline DeMarrais, Jerome Harris, Tom Kidder, Roberta Stewart, Charlotte Burch

**Against:** None

**Abstentions:** Jerod Geter, Leif Mitchell, Ric Browne

## (5.0) **New /Old Business**

### A. **Review of the Membership Grid for Reflectiveness**

This document was not available for today's meeting. Staff will update the grid for the next meeting.

### B. **Review of Membership Applications**

A motion to enter Executive Session was made by Roberta Stewart, 2<sup>nd</sup> by Ric Browne

In favor: Adaline DeMarrais, Jerome Harris, Tom Kidder, Roberta Stewart, Leif Mitchell, Ric Browne, Charlotte Burch

Abstentions: Jerod Geter

Against: none

A motion to exit Executive Session was made by Roberta Stewart, 2<sup>nd</sup> by Leif Mitchell.

In favor: Adaline DeMarrais, Jerome Harris, Tom Kidder, Roberta Stewart, Leif Mitchell, Ric Browne, Charlotte Burch

Abstentions: Jerod Geter

Against: none



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A motion was made by Roberta Stewart, 2<sup>nd</sup> by Ric Browne to move Beverly Leach forward to the Council for a vote on nomination to Council membership.

In favor: Adaline DeMarrais, Jerome Harris, Tom Kidder, Roberta Stewart, Leif Mitchell, Ric Browne, Charlotte Burch

Abstentions: Jerod Geter

Against: none

A motion was made by Charlotte Burch, 2<sup>nd</sup> by Leif Mitchell to move Clara Ramos forward to the Council for a vote on nomination to Council membership.

In favor: Adaline DeMarrais, Jerome Harris, Tom Kidder, Roberta Stewart, Leif Mitchell, Ric Browne, Charlotte Burch

Abstentions: Jerod Geter

Against: none

### **C. ASSESSMENT OF THE ADMINISTRATIVE AGENCY**

Jerod asked staff to distribute the draft document "Assessment of the Administrative Agency Survey."

Staff described the purpose of the Assessment of the Administrative Agency (AAA), and that it was a requirement by HRSA to ensure that funding is distributed by the fund manager in a timely fashion, that information about the funds is provided to the Council, and that there is no interruption of services from the distribution process.

Jerod took the group through the survey, reading each question. Discussion around what the survey was seeking to measure, and what the intent of the charge by HRSA for the assessment was reviewed.

Initially the group attempted to reword the questions in an effort to better ascertain the desired information. But eventually the group came to a consensus that this survey tool did not fit with the direction that the committee felt the assessment should go.

They then asked the staff to procure the survey tool that had been used in previous years, and decided to use that tool at the July meeting to perform the assessment. Additionally, the committee asked staff to either provide minutes from meetings during the last year, or in the July Mem/Fi meeting notice, direct members to refer to the website where all the minutes are available, also the Directives to the Ryan White Office.

There was an additional request of the RWO to provide, as in years past, the time frames from when a drawdown request was made, till the payment was processed.



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Staff was asked to email out the old document to Committee members for review prior to the meeting.

The committee then reviewed the process that is followed once the AAA survey process is complete. The committee will vote on the AAA, then send the motion to the full Council for review and vote of approval.

It was also pointed out that the next time SPA reviews the By Laws, the Assessment of the Administrative Agency should be added to the duties of the Membership/Finance committee.

## **D. COMMITTEE CO-CHAIR**

Jerod brought forward the information that since Leif has been appointed Council Co-Chair, this created a vacancy in the SPA committee, and there remains a vacancy in the Membership/Finance committee since the completion of Ken Teel's membership term.

Jerod described the process by which the Committee Co-Chairs are appointed. First the committee is asked if there are any members interested in stepping forward. If there are, those individuals are asked to speak to the current Committee Co-Chair, and then the name(s) are forwarded to the Council Co-Chairs and to the Executive committee for discussion. Committee Co-Chairs are appointed by the Council Co-Chairs and serve for an undetermined period of time.

## **E. PCAT REVIEW**

The Staff reviewed the Planning Council Activity Timeline (PCAT) to see where the committee was with its workplan. The Assessment of the Administrative Agency was slated to be completed in June, but will actually be completed in July. But this is still within a timeframe that is acceptable for submission to RWO and HRSA.

Additionally, the committee needs to review the Membership Reflectiveness grid, which will also be done at the July meeting.

## **F. GRANTEE REPORT**

- Tom Butcher reported that the contracts are just about through the pipeline, including the original 6 month contracts and the amendments to make them 12 month contracts.
- Tom thanked the lead agencies and the sub contractors for working with these changes in this complicated contract year.
- The RWO staff is reviewing the budgets for each contractor and sub to ensure that they are compliant with the RFP and the original grant submission.



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- The RWO is also preparing the Financial Status Report to be submitted to HRSA, and that is on track.
- Additional information about the funding will be available at the July meeting, e.g. FSR info, contract information and other things financial.
- There were no Formula funds remaining and the remaining supplemental funding was the smallest ever, so it is evidence that we have done an excellent job getting the funding out.

Roberta Stewart thanked the RWO for their hard work, support, diligence and humor for the contracting process this year.

## **G. RECRUITMENT**

A question was asked whether there was still recruitment efforts underway. Jerod explained that he continues to put the word out in the Bridgeport region at the Consortia meeting, and that there were 2 nominees that were approved last month and awaiting their appointment letters from the Mayor, and the two applicants that we reviewed today, that will go before the Planning Council next week.

Additionally, the upcoming Community Forums held by the SPA committee will also serve as an education and recruitment tool for potential council members.

Council members were encouraged to continue bringing a consumer with them the Planning Council member.

## **H. ANNOUNCEMENTS**

- The staff noted that the Planning Council will be meeting in a new location, the Burroughs Community Center in Bridgeport at 2470 Fairfield Avenue. The meeting notice that comes out via email will include directions.

## **I. ADJOURNMENT**

The meeting was adjourned at 1:25 p.m.