



# Ryan White Planning Council

New Haven & Fairfield Counties  
Ken Teel and Awilda Gonzalez, Co-Chairs

## Membership & Finance Committee Meeting Summary - **DRAFT** FAST FACT PAGE

**Meeting Date:** Thursday, September 4, 2008 from 12:00 to 2:00 pm  
**Start Time:** 12:15 pm  
**End Time:** 2:05 pm  
**Location:** Optimus Health Center, Bridgeport  
**Presiding Chair:** Awilda Gonzalez  
**Recorder:** Sara Nichols, Planning Council Staff

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### Summary of Committee Business Votes:

- Approval of Meeting Minutes for August 7, 2008
- Motion to review the possibility of discharging 7 members out of attendance compliance per the By-Laws.
- Motion to recommend ONE nomination for Planning Council membership
- Motion to extend the meeting 5 minutes
- Motion to present the brochure and membership ID card to PC for approval to distribute

### Council Member Assignments

- Actively recruit new members for council
- Develop ideas for committee co-chair appointment/discharge processes

### Staff Assignments

- Post approved meeting minutes (8/7/08) on website ([www.ryanwhitecare.org](http://www.ryanwhitecare.org))
- Prepare meeting minutes for 9/4/08.
- Move recommended nomination to Planning Council for vote and process through City of New Haven's Mayor's office if approved by the Council.
- Send discharge letters and renewal applications to members as discussed

### Attendance Record - 2008

Committee Members	1/31	2/28	3/27	4/24	5/1	6/5	7/3	8/7	9/4	10/2	11/6	12/4
Carlos Barbier	●	●		●	●				●			
Adaline DeMarrias	●	●	●	●		●	●					
Jose Garcia	●	●	●	●	●	●			●			
<b>Awilda Gonzalez</b>	●		●		●	●	●		●			
Jerome Harris						●	●	●	●			
Africka Hinds-Ayala												
Tom Kidder	●	●		●	●	●	●	●	●			
Robert Sideleau	●	●	●	●	●	●	●	●	●			
Roberta Stewart	●	●		●	●	●	●	●	●			
<b>Ken Teel</b>	●	●	●	●			●	●	●			
Ryan White Office	●	●	●	●	●	●		●	●			
Planning Council Staff	●	●	●	●	●	●	●	●	●			
PC Members & Public Participants	9/4/08 – (PC) Leif Mitchell, Jennifer Loschiavo, Jose Acquino, Christine Romanick, Charlotte Burch, (public) Jason Margolin											



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### (1.0) Welcome and Introductions

Co-Chair Awilda Gonzalez began the Committee meeting at 12:15 p.m. A moment of silence was held in recognition of all who have been affected by HIV/AIDS.

### (2.0) Co-Chair Announcements and Meeting Objectives

(2.1) Awilda Gonzalez reviewed the agenda and stated the objective of the meeting is to review membership regarding the reflectiveness of the council to the TGA demographics and HRSA requirements, the attendance compliance of members from January through August, review an application for membership, and final review of the brochures and ID card.

### (3.0) Approval of the Meeting Summary

Ms. Gonzalez asked attendees to review the August 7, 2008 Committee Meeting Summary for accuracy and content. She stated that the purpose of reviewing the minutes to see if they accurately reflect the discussion that occurred at the last meeting. Robert Sideleau made a motion to approve the 8/7/08 Meeting Summary, Christine Romanick seconded the motion. Vote to approve with no corrections noted – see voting record attached.

### (4.0) New/Old Business:

(4.1) **Reflectiveness** – Handout distributed. Ms. Gonzalez asked for the participants to review the handout for any items that need further discussion.

(4.1a) Robert Sideleau described the first section that listed 16 items that are required to have representation on the council per HRSA guidelines. He stated that as illustrated on the handout, all 16 categories have at least one representative on our council, some have more than one.

(4.1b) Roberta Stewart described the second section where it illustrated the demographic profile for the TGA and for each category there is the target number [based on the epidemiology profile of this TGA] compared to what we have represented on the council. She stated that it looks like we are doing pretty well in all categories although slightly below target for African American members [target is 36% and PC is 29%]. She added that in the past the council was lower in Hispanic members and that is not the case at this time.

(4.1c) Ken Teel explained that the HRSA requires planning councils to be made up of people who reflect the HIV/AIDS epidemic in the funded area, our TGA of New Haven and Fairfield counties. He described 'Reflectiveness' meaning that we have the correct distribution of people on the council and by percentages the members mirror the demographic percentages of the TGA.

(4.1d) Roberta Stewart stated that the target number listed for each demographic category is what we should try to get to.

(4.1e) Leif Mitchell asked about the age category in which there is a target number indicated but nothing noted for the PC. He stated at one time the committee was looking to prioritize that.

(4.1f) Christine Romanick stated that the council is below target for the representation from the regions Stamford/Norwalk and Waterbury/Meriden/Valley.

(4.1g) Carlos Barbier stated that the committee may want to explore what the barriers are for people participating in the council, such as for Hispanics it may be language, cultural, or other stigma.



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(4.1h) Robert Sideleau suggested the council continue to outreach to people living in the two regions below our target to encourage participation in the council from those regions.

(4.1i) Ken Teel addressed the percentages of the council and noted that every time we add a new person it effects the overall distribution of percentages, it is something to be mindful of when reviewing new membership applications.

(4.1j) Leif Mitchell requested staff to update the percentages and notation on the handout to reflect the regional distributions that are stated on the FY2008 Directives.

(4.1k) Robert Sideleau recapped the overall impression of the reflectiveness review and suggested the council increase membership of African Americans and people living in Stamford/Norwalk and Waterbury/Meriden/Valley areas.

(4.2) **Review of Attendance Records:** Handout distributed that listed all members and the number of meetings attended for Planning Council, Primary Committee, Executive Committee (if applicable) and additional committees attended.

(4.2a) Ken Teel stated that the By-Laws state that a member cannot miss more than 4 meetings, which applies to both Planning Council meetings and the Committee meetings.

(4.2b) Discussion occurred regarding the revision of the meeting calendar, which took place effective May 1, 2008. Robert Sideleau asked the committee if he could have the opportunity to review past meeting minutes to assure there were no votes to make any exceptions to the By-Laws. Leif Mitchell stated that when those discussions occurred, he remembered that if the shift effected someone, then they could not participate as a member.

(4.2c) Roberta Stewart stated that the By-Laws state that all members must pick one primary committee and if not selected, the co-chairs would appoint you to one.

(4.2d) Discussion occurred regarding the policy/procedure for notifying members of missed meetings and/or discharge. Roberta Stewart stated that if you missed four meetings, she remembered a letter was to be sent as a warning notice indicating one more missed meeting would result in discharge from the council. Carlos Barbier suggested considering the impact it would have on the council if we removed people. Ken Teel stated the By-Laws are black and white and we should follow them.

(4.2e) Carlos Barbier asked for clarification on what to do with the circumstances of all the changes this year [primarily schedules and staff]. Roberta Stewart stated although this is difficult because we are talking about discharging seven people, however we need to be consistent and uniformity. Ken Teel stated that there are unintended consequences when shifts in policy occur that we could not have foreseen.

(4.2f) Roberta Stewart stated that there is no longer the stipulation for a member who stepped down or was discharged to have to wait 6 months to reapply. She stated that all the members suggested for discharge could be asked to reapply immediately.

(4.2g) Jose Garcia asked about what happens if I have a medical appointment and cannot attend a meeting. Awilda Gonzalez responded that it is important to attend meetings because it is the opportunity for participation in the process and you have a voice when present for the work that needs to be accomplished

(4.2h) Carlos Barbier suggested that there are experiences that test the law and could there be exceptions for consumer, for example, who may have health-related issues that prevent attendance.



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(4.2i) Charlotte Burch responded that all members should be treated equally. She stated that folks know what they are signing up to do and what their responsibilities are; and they have choices to attend or not. She stated that she knows what the calendar is for meetings and schedules other commitments around the Planning Council.

(4.2j) Ken Teel stated as a point of order, when the By-Laws were being revised the discussion occurred about exceptions to the attendance requirement for consumers and consumers stated that the rule should be the same for everyone. The council has expressed its consciences and we should follow it.

(4.2k) Robert Sideleau suggested that the committee review each member and determine who should get notices of failure to meet requirements. He stated that the Council should receive this information at the September 12<sup>th</sup> meeting.

(4.2l) Discussion occurred on the process for notification of warnings/discharges. Leif Mitchell suggested 3 letters – 1 warning at 3<sup>rd</sup> missed meeting, 1 final warning at 4<sup>th</sup> missed meeting, and then discharge letter. Tom Butcher asked if we need to send letters. He stated we shouldn't need to be police and meeting commitments are everyone's personal responsibility, we should be able to manage ourselves, help each other instead of policing.

(4.2m) **Ken Teel made a motion to look at the members on the list and if anyone has more than four missed council meetings, per the By-Laws, that the member is notified by letter of their discharge with instruction to reapply. Leif Mitchell seconded the motion.** Tom Butcher asked for clarification of what 'council meetings' include. Ken Teel stated that a person cannot miss four meetings of the Planning Council, cannot miss four meetings of the Primary Committee, and cannot miss four meetings of the Executive Committee (if applicable).

- **The Motion passed (10-yes, 2 abstentions).** The committee looked at each member and discovered seven members did not meet the By-Law requirements.

(4.2n) Tom Butcher stated that if there are deficiencies in the membership composition and reflectiveness, that the council must develop a plan to meet HRSA's guidelines. He suggested the Executive Committee to revisit this issue.

(4.2o) Leif Mitchell stated that the committee should state the information regarding the meeting requirement as stated in the By-Laws to be noted everywhere when applicable.

(4.2p) Ken Teel stated that it would be valuable to review membership attendance more regularly, perhaps monthly, so that we could prevent discharging members for this reason.

(4.2q) Roberta Stewart agreed and stated that the committee has a responsibility to identify and mentor those who may appear to need help with attendance, such as phone call reminders or car pooling. Tom Kidder stated, from a council perspective, it would be easier to retain members with support and mentoring, than it would be to recruit new members. Charlotte Burch stated stop babying everyone. She stated members make a commitment and they can find a way to make their commitment or they are asked to leave.

(4.2r) Robert Sideleau stated there are seven people who qualify for a discharge letter. He was concerned about a possible voting record that may have differed from the By-Laws and asked for the committee to allow time for review of past minutes before sending the letters out. **Robert Sideleau made a motion to research minutes before discharging members. Ken Teel seconded the motion.**



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**The motion passed (6-yes, 2-no, 2-abstentions).** Robert Sideleau thanked the committee and stated he would report on the outcome of the research at the planning council meeting on Sept 12<sup>th</sup>.

(4.3) **Review of Nomination Application:** Executive session, no minutes recorded while in session.

(4.3a) **Leif Mitchell made the motion to move the recommendation for John Van Keuren for membership to the Planning Council. Roberta Stewart seconded the motion. Motion passed (10 yes, 2 abstentions).**

(4.4) **Review of Brochure and Membership ID Card:** Robert Sideleau distributed the materials with the changes noted from the last review. changes were noted:

- Front page – inserted CEO to the title of Mayor DeStefano. Tom Butcher noted that the order of information should be title, role, location: example Honorable John DeStfano, Jr., Mayor of City of New Haven, Chief Elected Official for the Ryan White Planning Council of New Haven and Fairfield Counties.
- Inside, second section “Who is the Planning Council” – Tom Butcher noted that ‘People Living with HIV/AIDS’ should be the first line, suggesting to flip the two sentences.
- Strike ‘Part A’ in all title headings.
- Back cover, insert the word “InfoLine” before the number to call.

(4.4a) **Robert Sideleau made a motion to extend the meeting 5 minutes to complete the review of the ID cards. Tom Kidder seconded the motion. Motion passed.**

- Strike “Part A” on title heading.

(4.4b) **Roberta Stewart made a motion to bring these materials as corrected to the Planning Council on Sept 12<sup>th</sup> for a vote to approve for distribution. Jerome Harris seconded the motion. Motion passed.**

### (5.0) Announcements

Awilda Gonzalez announced the next meeting will be Thursday, October 2<sup>nd</sup> at 12 – 2pm in New Haven at Hill Health Center.

### (6.0) Adjournment

Awilda Gonzalez adjourned the meeting at 2:05 p.m.



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## Voting Record

	<i>PC Committee Members (COMMITTEE MEMBERS LISTED FIRST)</i>	<i>8/7/08 Meeting Minutes</i>	<i>Motion to review attendance/ discharge non- compliance</i>	<i>Motion to review records of past meetings before discharging members</i>	<i>Motion for new membership recommendation</i>	<i>Motion to extend the meeting 5 minutes</i>	<i>Motion to present brochure and ID card to PC for approval to distribute</i>
1.	Carlos Barbier	NP	Y	NV	NP	NP	NP
2.	Adaline DeMarrias	NP	NP	NP	NP	NP	NP
3.	Jose Garcia	AB	Y	NV	Y	Y	Y
4.	Awilda Gonzalez	AB	AB	AB	AB	AB	AB
5.	Jerome Harris	Y	Y	Y	Y	Y	Y
6.	Africka Hinds-Ayala	NP	NP	NP	NP	NP	NP
7.	Tom Kidder	Y	Y	Y	Y	Y	Y
8.	Robert Sideleau	Y	Y	Y	Y	Y	Y
9.	Roberta Stewart	Y	Y	N	Y	Y	Y
10.	Ken Teel	Y	AB	AB	AB	AB	AB
11.	Jose Acquino	AB	NP	NP	NP	NP	NP
12.	Jerod Geter	NP	NP	NP	Y	Y	Y
13.	Leif Mitchell	Y	Y	N	Y	Y	Y
14.	Jennifer Loschiavo	Y	Y	Y	Y	Y	Y
15.	Charlotte Burch	Y	Y	Y	Y	Y	Y
16.	Christine Romanik	Y	Y	Y	Y	Y	Y

Y = yes; O = opposed; AB = abstention; NP = not present at time of vote; NV = no vote