



# 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, October 2, 2008 from 12:00 to 2:00 pm  
**Start Time:** 12:05 pm  
**End Time:** 2:00 pm  
**Location:** Hill Health Center, New Haven  
**Presiding Chair:** Ken Teel  
**Recorder:** Sara Nichols, Planning Council Staff

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### Summary of Committee Business Votes:

- Approval of Meeting Minutes for September 4, 2008
- Motion to notify members of warning letter at 4<sup>th</sup> missed meeting, and discharge letter at 5<sup>th</sup> missed meeting.
- Review of attendance showed 2 members to receive discharge letters, 3 to receive warning letters.
- Motion to recommend TWO nominations for Planning Council membership

### Council Member Assignments

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

### Staff Assignments

- Post approved meeting minutes (9/4/08) on website ([www.ryanwhitecare.org](http://www.ryanwhitecare.org))
- Prepare meeting minutes for 10/2/08.
- Move recommended nominations to Planning Council for vote and process through City of New Haven's Mayor's office if approved by the Council.
- Send discharge and warning 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	10/2/08 – (PC) Charlotte Burch, (public) Brian Datcher, Ana Torres, Linda Faye Wilson, Gail Glenn											



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### (1.0) Welcome and Introductions

Co-Chair Ken Teel began the Committee meeting at 12:05 p.m. A moment of silence was held in recognition of all who have been affected by HIV/AIDS. Robert Sideleau reminded attendees that this is a public meeting and open to the press. Participants are asked to use good judgment disclosing any personal information during introductions.

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

(2.1) Ken Teel reviewed the agenda and stated the objective of the meeting is to review membership reflectiveness and attendance, review three applications for membership, and review the 6-month expenditure report provided by the Ryan White Office.

### (3.0) Approval of the Meeting Summary

Mr. Teel asked attendees to review the September 4, 2008 Committee Meeting Summary for accuracy and content. He stated that the purpose of reviewing the minutes to see if they accurately reflect the discussion that occurred at the last meeting. Roberta Stewart made a motion to approve the 9/4/08 Meeting Summary, Tom Kidder seconded the motion. Corrections noted and vote to approve passed see voting record attached.

### (4.0) New/Old Business:

(4.1) **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. 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.

(4.1a) Awilda Gonzalez asked if a person qualifies for discharge when the letter would be sent and when would it take into effect. Sara Nichols responded that the letters would be sent immediately following the Planning Council meeting of that month and take effect the last day of the current month. For example, at September Membership Committee Meeting, one person was identified for discharge. At the September Planning Council meeting, it would be stated in the committee report that one person was identified for discharge. The letter signed by PC Co-chairs would be sent by the next week to be effective September 30, 2008. That person would also have the opportunity to reapply immediately for the October Membership Committee Meeting review.

(4.1b) Charlotte Burch stated that Henry Bethea did receive his letter and will plan to reapply after his surgery.

(4.1c) 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. Ken Teel suggested a warning letter should be sent at the 4<sup>th</sup> missed meeting.

(4.1d) Awilda Gonzalez requested more information for new people when they first come on board in addition to coming on as a committee co-chair. She stated full direction about the meeting requirements and repeat reminders are important for new people.

(4.1e) Ken Teel discussed one member's attendance record, who was on the discharge list last month but there was a change of primary committee that allowed to keep him in compliance. However, after that change he indicated that this person would still qualify for discharge for missing meetings.



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(4.1d) **Roberta Stewart made a motion to create the policy for sending warning letters upon 4<sup>th</sup> absence and a discharge letter upon the 5<sup>th</sup> absence. Tom Kidder seconded the motion.** Ken Teel reminded members 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). Roberta Stewart suggested that the presentation of this policy should include section 5.9 of the By-Laws during orientation of members on a quarterly basis.

- **The Motion passed (6-yes, 1 abstention).** The committee looked at each member and discovered 2 members qualified for discharge and 3 members qualified for warning letters.

(4.2) **Reflectiveness** – Handout distributed. Ken Teel asked for the participants to review the handout for any items that need further discussion.

(4.2a) Robert Sideleau described the first section that listed 16 items that are required to have representation on the council per HRSA guidelines. He stated there is a vacancy for a representative of a State Medicaid Agency, representation of African Americans is still lower than the target, and representation for 2 regions noted.

(4.2b) Ken Teel asked if members understand this report.

(4.2c) Brian Datcher asked if there is another person representing Ryan White Part D? Robert Sideleau and Sara Nichols stated they will look into this as they were unsure.

(4.2d) Ken Teel stated that this report is important so that the committee understands the vacancies to target new members for nomination to council.

**(4.3) Review of Nomination Application: Robert Sideleau made a motion to enter executive session to review the membership applications on the floor. Charlotte Burch seconded the motion. Motion passed (6 – yes, 1 abstention).** No minutes recorded during session.

(4.3a) Robert Sideleau made the motion to move the recommendation for Jerome Harris for re-appointment to the Planning Council. Roberta Stewart seconded the motion. Motion passed (6 yes, 1 abstention).

(4.3b) Robert Sideleau made the motion to move the recommendation for Afrika Hinds-Ayala for re-appointment to the Planning Council. Awilda Gonzalez seconded the motion. Motion passed (6 yes, 1 abstention).

(4.3c) Roberta Stewart made the motion to table one application to gather information needed to complete the application so that the committee could determine reflectiveness. Robert Sideleau seconded the motion. Motion passed (6 yes, 1 abstention).

**(4.4) Expenditure Report (Ryan White Office)** – Tom Butcher described per the directive, the RW office is required to provide this report for committee review. He stated the report is reflective of 6 months service expenditures from 3/1/08 – 8/31/08, and that only allocations by service category are shown for the TGA and for the Regions, individual contractors are not listed.

(4.4a) Tom Butcher stated that in all categories, there should be approximately 50% expenses (10% variance +/-). He led the group to review each category and stated that the areas of most concern are AIDS Pharmaceutical Assistance low at 19% expended and Psychosocial over at 75% expended. Further, Mr. Butcher stated that Medical Nutrition Therapy was high at 89% and EFA low at 35%. Mr. Butcher stated that the RW office then follows up with providers to ask for clarification on why they fall low or high of target and follows up accordingly.



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(4.4b) Gail Glenn stated that as the contracts state, RW office could reallocate funds after reviewing the 6 month reports. She state 12 agencies need to submit a plan or budget revision by October 3<sup>rd</sup>. Ms. Glenn stated the goal is to keep money within the agency first, and if not possible, to keep the money within the same region. She stated providers were asked ‘what is your plan to spend the money or do you have a budget revision?’

- Medical Nutrition Therapy – one provider uses this for supplements, rationale for the high expenditure was they bought the supplements in bulk to get better discount up front.
- Emergency Financial Assistance – providers typically use Part B money first (thru June 30<sup>th</sup>) then use the funds quickly during the winter months for utilities. There is not a concern that this month will be spent.
- AIDS Pharm Assistance – CADAP pays for this and the program is very efficient. There is not much available in the budget, however Ken Teel stated this does help fill the gap from disability to workplace insurance. Members discussed this may need further review for the FY10 PSRA process. Tom Butcher stated this is important to review when the discussion occur for the Contingency Planning post award announcement (\$5 million or less).
- Psychosocial Support – one provider is using this fund and the rational is that it was used to support one year of salary for the provider and that Part A funds are used in combination with Part B.

(4.4c) Tom Butcher stated that the council protocol is to re-allocate and report. He noted for the regions the following expenditures: Region 1 – 42%; Region 2 – 39.7%; Region 3 – 49.4%; Region 4 – 50%; Region 5 – 45%. The RW office will be following up with providers in Regions 1 and 2 primarily.

(4.4d) Ken Teel asked if there was a cap at which trigger a contact with a provider. Gail Glenn stated the mark is 40% or below.

(4.4e) There was discussion about the Formula and Supplemental grant funds and how that cash flow works.

(4.5) Gail Glenn stated that there is \$6,801 available for MAI Carryover. She stated that the RW office must submit the request by Oct. 30<sup>th</sup> and that this would be from the FY07-08 contract year that ended July 31, 2008. She asked the committee to develop a plan to instruct the office to apply for these funds.

(4.5a) Tom Butcher stated that the MAI funds are only available for core services. Committee reviewed expenditure reports and discussed dental services and primary medical for labs.

**(4.5b) Roberta Stewart made the motion to request that the Ryan White Office apply for MAI (Minority AIDS Initiative) carryover funds (\$6,801) to be available for additional Dental services in Regions 2 and 4. Tom Kidder seconded the motion.**

(4.5c) Discussion included the SPNS grant in Region 4 and Robert Sideleau noted that is was surprising that there were high expenditures from the RW Part A.

MOTION PASSED: 5 yes, 2 abstentions. The motion will be presented to PC for a vote.

(4.5d) Tom Butcher stated that he could make a strong argument backed by date for this request and thanked the committee.



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**(4.6) Co-chair process development** – Ken Teel opened the floor to begin the discussion for process development for co-chair appointments and terms or de-chairing.

(4.6a) Robert Sideleau stated that he had prepared two ideas for consideration. (1) Every year, one of 2 seats become available, and 2 months in advance of the opening there would be an announcement at the PC meeting. An application form process. Or (2) Election Process, although he discouraged this because of the difficulty. Mr. Sideleau stated there already exists an appointment policy in the By-laws, there is nothing about a removal policy.

(4.6b) Tom Kidder suggested the committee may consider adding term limits to the co-chair seat.

(4.6c) Roberta Stewart stated that it takes a full year to get into a smooth working ‘groove’ with a co-chair. She stated there is a bigger conversation in getting folks interested to participate in a leadership role.

(4.6d) Discussion on what needs to be include in this process/policy: How to name a co-chair; Appointment process; Expectations of co-chair roles and responsibilities and accountability; roles and responsibilities of the committee; and orientation process.

(4.6e) Personal statements from Awilda Gonzalez on her experience.

(4.6f) Roberta Stewart stated if something isn’t broken why fix it.

(4.6g) Tom Kidder stated that we don’t need professional co-chairs. Consumers and junior providers have a voice and can bring unique perspective and we could miss a lot if we don’t give opportunities to all. Linda Faye Wilson stated that members and co-chairs are equally important.

(4.6h) Robert Sideleau stated that anyone should be able to facilitate a meeting and by facilitate is not the decision maker. He stated when co-chairs master the content, they tend to filter information during the presentation to the members. The co-chairs and members should be digesting the information at the same time so committees come up decisions together. Mr. Sideleau stated that there should always be ongoing change of leadership.

(4.6i) Tom Butcher thanked Awilda Gonzalez for her courageous spirit and fierce hear. In closure, he stated that this committee is charged to come up with a policy and asked what the committee is planning for a next step to get the work done.

(4.6j) Ken Teel stated that the next agenda item next month will focus on this and flush out what is process and what is to be policy for the By-laws.

## **(5.0) Announcements**

Ken Teel announced the next meeting will be Thursday, November 6 at 12 – 2pm in Bridgeport at Optimus Health.

## **(6.0) Adjournment**

Ken Teel adjourned the meeting at 2:00 p.m.



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## Voting Record

	<i>PC Committee Members (COMMITTEE MEMBERS LISTED FIRST)</i>	<i>9/4/08 Meeting Minutes</i>	<i>Motion to create policy for warning /discharge</i>	<i>Motion to enter executive session</i>	<i>Motion to move JH for member ship</i>	<i>Motion to move AHA for member ship</i>	<i>Motion to table AY pending complete application</i>	<i>MAI Carryover request for Dental R2&amp;4</i>
1.	Carlos Barbier	NP	NP	NP	NP	NP	NP	NP
2.	Adaline DeMarrias	NP	NP	NP	NP	NP	NP	NP
3.	Jose Garcia	Y	Y	Y	Y	Y	Y	Y
4.	Awilda Gonzalez	Y	Y	Y	Y	Y	Y	Y
5.	Jerome Harris	NP	NP	NP	NP	NP	NP	NP
6.	Africka Hinds-Ayala	NP	NP	NP	NP	NP	NP	NP
7.	Tom Kidder	Y	Y	Y	Y	Y	Y	Y
8.	Robert Sideleau	Y	Y	Y	Y	Y	Y	AB
9.	Roberta Stewart	Y	Y	Y	Y	Y	Y	Y
10.	Ken Teel	AB	AB	AB	AB	AB	AB	AB
11.	Jose Acquino	NP	NP	NP	NP	NP	NP	NP
12.	Jerod Geter	NP	NP	NP	NP	NP	NP	NP
13.	Leif Mitchell	NP	NP	NP	NP	NP	NP	NP
14.	Jennifer Loschiavo	NP	NP	NP	NP	NP	NP	NP
15.	Charlotte Burch	Y	Y	Y	Y	Y	Y	Y
16.	Christine Romanik	NP	NP	NP	NP	NP	NP	NP

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