



Ryan White Planning Council

New Haven & Fairfield Counties
 Leif Mitchell & Roberta Stewart, Co-Chairs

Strategic Planning & Assessment Committee Meeting Summary - **DRAFT** FAST FACT PAGE

Meeting Date: Thursday, January 8th, 2009 scheduled from 2:00 to 4:00 pm
Start Time: 2:00 pm
End Time: 4:00 pm
Location: **Optimus Health Center, Bridgeport**
Presiding Chair: Leif Mitchell
Recorder: Carol Ardolino, Planning Council Staff

Summary of Committee Business Votes

- Minutes Approved: 12/04/09

Council Member Assignments

- Determine agenda and meeting schedule for remaining of year.

Staff Assignments

- Post approved agenda and meeting minutes for 1/08/09 on website (www.ryanwhitecare.org)
- Prepare meeting minutes from 1/8/09.
- Prepare Feedback Summary from Planning Council Meeting

Attendance Record - 2008

| | SPA Committee Members | 1/15 | 2/19 | 3/26 | 4/15 | 4/24 | 5/1 | 5/15* | 6/5 | 7/3 | 8/7 | 9/4 | 10/2 | 12/4 | 1/8 |
|----|------------------------|-----------------------------|------|------|------|------|-----|-------|-----|-----|-----|-----|------|------|-----|
| 1. | Jerod Geter | • | | | • | • | • | | • | | • | • | • | • | • |
| 2. | Jennifer Loschiavo | | | | | | | | • | • | • | • | • | • | • |
| 3. | Leif Mitchell | • | • | • | • | • | • | • | • | • | • | • | • | • | • |
| 4. | Roberta Stewart | • | • | • | • | • | • | • | • | • | • | • | • | • | • |
| 5. | Dennis Torres | | | | • | • | • | • | • | • | • | • | | • | • |
| 6. | Thomas Kidder | • | | • | • | • | • | • | • | • | • | • | • | • | • |
| 7. | Robert Sideleau | • | • | • | • | • | • | • | • | • | • | • | | • | • |
| | Ryan White Office | • | • | • | • | • | | • | • | | • | • | • | • | • |
| | Planning Council Staff | • | • | • | • | • | | • | • | • | • | • | • | • | • |
| | Public Participants | Brian Datcher, David Nelson | | | | | | | | | | | | | |

* Meeting attendance policy does not apply for special meetings per By-Laws.



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(1.0) Moment of Silence

The meeting was called to order by co-chair Roberta Stewart at 2:00 PM. She asked everyone to quiet their cell phones as a "Moment of Silence" was observed.

(2.0) Welcome and Introductions

Roberta welcomed everyone and advised them that it is a public meeting, and to be wise in sharing information in making their introductions.

(3.0) Approval of December 4th minutes.

Leif Mitchell asked everyone to review the minutes from the December 4, 2008 meeting. Bob Sideleau made a motion to accept the minutes. Jenifer Loschiavo seconded the motion. The minutes were approved For: Geter, Loschiavo, Kidder, Sideleau, Torres; Against: none, with one abstention: Leif Mitchell

(4.0) New/Old Business

(4.a.) Review Planning Council Survey Feedback Forms from December meeting.

We will be meeting on the feedback forms next week, so therefore we will discuss them today. Most of the concerns on the feedback forms had more to do with room temperature. The room itself seemed bad, so we will be looking into a new site.

(4.b.) Planning Council By-Law Review and Discussion

We started at 4.3.b where we had left off at the previous meeting.

Tom Butcher started the discussion on whether removal for cause is a co chair or just a member.

Leif suggested to cut and paste in 4.5(b) into 4.3(b) in order to bring the cochair language to give a framework of language. Bob noted that the language isn't the original languages.

Brian asked for an explanation of the phrase "negative impact"

Roberta suggested that it could refer to any issue that is brought forward. If any issue is brought forward what is the process for dealing with the issue.

Robert Sideleau expressed that an ad hoc committee is not needed, it would go to the Executive Committee.

Tom Butcher questioned why do we need it?

Jeff suggested language used in New York by-laws, and that was inserted.

Discussion followed.

Leif asked if there should be eligibility requirement for Planning Council CoChairs.

Bob said that historically there had been a 6 month requirement. It had been in a pamphlet that was developed in 2006. It was a procedure that should now be brought to the By-Laws.

Leif referred back to an overview as follows:

Eligibility (from pamphlet)

Nomination

Responsibilities

Removal

Roberta asked about clarification on residence. Do they have to be a resident of Fairfield or New Haven Counties?

Tom Butcher said he would check with HRSA on whether residence was a requirement.



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Discussion of 5.7a voting and straw poll ensued.

Vote on keeping straw poll language. Straw poll approved.

Discussion on 4.4(b) #6 Dennis questioned how the co-chairs spoke for the council, but did not represent the council. Jeff questioned whether there should be something that clarifies in what capacity and relationship are they relating the information to the public- "based on council actions".

Leif questioned if someone were removed or stepped down, how new recommendations would be made.

Tom suggested that it would come from the Executive Committee.

Discussion and responsibilities of Council Co-Chairs. Council Co-Chairs have the authority to appoint and remove committee co-chairs. Must be process of removal for committee co-chairs.

Discussion of process of removal for membership

The responsibility of co chairs to appoint and remove must be in conjunction with the Executive Committee.

Leif suggest that #7 be put on hold. That they word smith with staff. Removal should not be included, but appointment should. Leif said we will come back to.

Moved to discussion on 4.4c What needs to be strengthened in the process? Discussion around previous practice. The Mayor is the only one who can officially remove anyone from Co-Chair of the Planning Council.

Dennis suggested using the same language used for membership, but adding the final step going to the Mayor. Removal as co chair will in effect end the co-chairs membership term.

Discussion on 4.5a Committee CoChairs. Discussion on 2 year term or 3 year term. Agreed on 3 year, renewable term.

Remove 2nd and 3rd paragraphs.

Section 4.5b Eligibility is limited to members, language to be decided.

Section 4.5c Committee Cochairs responsibilities.

- (1) Add set committee agenda. Discussion regarding keeping the minutes. Remove consistent with by-laws Article 5 section 5.4.

Section 4.5d Committee CoChair removal.

No ad hoc committee.

Do same as C council removal which is same as membership. Difference:

not to go to Mayor (2) not to end membership in PC. Discussion should there be a way to address the committee cochair so they have an opportunity to fix the problem. Jeff suggested they set up steps of resolution, with the final resolution at the Executive Committee, which would be required to remove a Co-chair of a committee.

Discussion on removal of term limits.

Discussion on new council co-chairs having the ability to write their new cabinet.

Discussion that Executive will make final decision.

Discussion on removal, will be simple majority vote of executive committee.

(5.0) Adjournment

Next Meeting: Thursday, February 5, 2009 2-4 pm in New Haven @ Greek Olive

(6.0) Adjournment

Leif Mitchell adjourned the meeting at 4 pm.