



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, October 2, 2008 scheduled from 2:00 to 4:00 pm
Start Time: 2:20 pm
End Time: 4:00 pm
Location: Hill Health Center, New Haven
Presiding Chair: Leif Mitchell
Recorder: Sara Nichols, Planning Council Staff

Summary of Committee Business Votes

- Minutes Approved: 9/4/08
- Present the Feedback Summary Form to PC

Council Member Assignments

- Determine agenda and meeting schedule for remaining of year.

Staff Assignments

- Post approved agenda and meeting minutes for 9/4/08 on website (www.ryanwhitecare.org)
- Prepare meeting minutes for 10/2/08.
- Prepare Feedback Summary from Planning Council Meeting on 10/10/08

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	11/6	12/4
1.	Jerod Geter	•			•	•	•		•		•	•	•		
2.	Jennifer Loschiavo								•		•	•	•		
3.	Leif Mitchell	•	•	•	•	•	•	•		•	•	•	•		
4.	Roberta Stewart	•	•	•	•	•	•	•	•	•	•	•	•		
5.	Dennis Torres				•	•	•	•	•	•	•	•			
6.	Javier Velez	•	•	•	•		•	•	•	•		•			
7.	Thomas Kidder	•		•	•	•	•	•	•	•	•	•	•		
8.	Robert Sideleau	•	•	•	•	•	•	•	•	•	•	•			
	Ryan White Office	•	•	•	•	•		•	•		•	•	•		
	Planning Council Staff	•	•	•	•	•		•	•	•	•	•	•		
	PC Members & Public Participants	10/2/08 – (Public) Linda Faye Wilson													

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



Ryan White Planning Council

New Haven & Fairfield Counties

Leif Mitchell & Roberta Stewart, Co-Chairs

(1.0) Welcome, Moment of Silence, and Introductions

Leif Mitchell, Co-Chair of the Committee, called the meeting to order at 2:20 p.m. and welcomed members of the committee and the public. He 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. He 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.

(2.0) Co-Chair Announcements

Leif Mitchell announced that the goal of this meeting was to review minutes, Review Feedback from the 9/4/08 PC meeting and discuss survey form revision.

(2.1) Leif Mitchell stated that there is a process in place for the co-chair transition, he will be willing to participate in the training and transition to a new co-chair.

(2.2) Members discussed activities of the Membership/Finance committee recap, and reference to the By-laws. Leif Mitchell stated that the SPA committee usually addresses items that need to be worked out per the other committees and that the By-laws revision is typically the next item to be discussed at SPA.

(3.0) Approval of Meeting Summary

(3.1) The Committee reviewed minutes from the September 4th meeting. A motion was made by Jennifer Loschiavo to approve the meeting minutes. The motion was seconded by Jerod Geter. corrections noted; Minutes were approved with the noted revision: 4 yes; 1 abstained (see voting record).

(4.0) Old / New Business

(4.1) Leif Mitchell led the committee in a review of the feedback summary report from the September 12th PC meeting. He stated the SPA committee is charged to look for themes that may need to be addressed at the Executive Committee.

(4.1a) Brian Datcher suggested it was important to know what comments come from the public verses the PC members. He stated that room set up is important to make people feel welcome and part of the discussion.

(4.1b) Roberta Stewart stated there was only a 60% response rate and she asked for the PC Co-chairs to make the announcement for everyone to complete the form at the next meeting.

(4.1c) Leif Mitchell stated that there are no major themes addressed in the comments thus there will not be anything going to Exec committee other than making an announcement for returning forms next meeting.

(4.1d) Linda Wilson commented on the concern about the tension. Roberta Stewart responded that this was identified in the past and the council will be working on addressing this through ongoing activities such as training on roles & responsibilities and teambuilding.

(4.2) Leif Mitchell moved to the next agenda item, Developing a new survey tool to gather feedback. Roberta Stewart stated the previous discussions on whether the current survey questions are still relevant.

(4.2a) Tom Kidder stated that to trend responses, the survey should stay consistent. He suggested maybe having a few core questions with more open spaces for comments.

(4.2b) Leif Mitchell agreed with having a consistent tool and suggested adding a Not Applicable column to the choice answers.

(4.2c) Tom Butcher asked the committee what do they want to know and what do they want to do with the information. What is being evaluated will help form the questions.

(4.2d) Leif Mitchell stated they originally wanted to know if the meetings provided a safe environment for people to speak and that people have the opportunity to speak.



Ryan White Planning Council

New Haven & Fairfield Counties

Leif Mitchell & Roberta Stewart, Co-Chairs

(4.2e) Tom Butcher suggested Process questions – how well did we get the work done; and Feeling questions – how did you feel about getting the work done. Process: did the work get done; did you understand the work; how did you feel about this process, and reason.

(4.2f) Linda Wilson suggested a question/concept to include ‘do you plan to attend another meeting in the future?’ Leif Mitchell responded that PC members are required to attend so this question would only address the public.

(4.2g) Roberta Stewart suggested bringing the concept of process and environment questions to the PC during a teambuilding activity.

(4.2h) Leif Mitchell stated that we want to make sure we are evaluating our work, what is it that we should be asking to measure.

(4.2i) Suggestions of town meetings to listen to people infected and affected. World AIDS day event to listen to people living HIV/AIDS and ask, what can we [PC] do to help. More brainstorming occurred of how to roll out a new survey.

(4.2j) Consensus on adding a #11 question on the current form: What question(s) would you get rid of/ what question(s) would add? This will be distributed at the October and November PC meetings so both New Haven and Bridgeport sites are touched.

(4.2k) Leif Mitchell stated that at the next meeting we will review what people said and finalize a new form.

(5.0) Announcements

Next Meeting: Thursday, November 6, 2-4pm in Bridgeport

[note: committee members discussed cancelling this meeting post adjournment]

(6.0) Adjournment

Leif Mitchell adjourned the meeting at 3:15 pm.

Voting Record

	PC Committee Members	9/4/08 Meeting Minutes
1.	Jerod Geter	Y
2.	Jennifer Loschiavo	Y
3.	Leif Mitchell	AB
4.	Roberta Stewart	Y
5.	Dennis Torres	NP
6.	Javier Velez	NP
7.	Thomas Kidder	Y
8.	Robert Sideleau	NP

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