

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Adaline DeMarrais, Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, June 2nd, 2011
Start Time: 12:22
End Time: 1:53
Location: Burroughs Community Center
Presiding Chair: Leif Mitchell
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of 5/5 Minutes

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council By-Laws
- Recruit/Promote Planning Council to increase PLWHA participation

Staff Member Assignments

- Facilitate Council Membership Process
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness "Grid"
- Call Hispanos Unidos to discuss Consumer Forum in Meriden

Attendance Record – 2011

	Council Member	1/6	2/3	3/3	4/7	5/5	6/2	7/7	8/4	9/1	10/6	11/3	12/1
1.	Ric Browne												
2.	Charlotte Burch		X	X									
3.	Brian Datcher		X	X		X	X						
4.	Adaline DeMarrais Co-Chair	X	X	X	X	X							
5.	Heidi Jenkins												
6.	Tom Kidder			X	X	X							
7.	Brian Kuerze	X	X	X	X	X	X						
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X		X						
9.	Ronald Lee				X	X							
10.	Jennifer Loschiavo												
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	X	X		X						
12.	Caesar Moffett, Jr. Co-Chair	X	X	X	X	X	X						
13.	Ken Teel												
14.	Kenneth McCoy			X	X	X	X						
15.	Krystle Moore												
16.	Joanne Montgomery	X											
17.	Clara Ramos												
18.	Christine Romanik												
19.	Gabrielle Rosa												
20.	Robert Sideleau	X	X	X	X	X							
21.	Roberta Stewart	X		X	X	X	X						
22.	Dennis Torres						X						
	Ryan White Office	X	X	X	X	X							
	Planning Council Staff	X	X	X	X	X							
	% of Council present:	44%	44%	52%	48%	41%	36%						



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(1.0) Moment of Silence

Leif Mitchell called the meeting to order at 12:22. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS. Leif noted that this month marked the 30th Anniversary of the first AIDS case.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

Leif announced that the committee only has one chair at the present time and that Adaline is still the co-chair. During today's meeting the committee will review possible Co-Chair candidates and forward names to the Executive Committee. The Executive Committee will then review the candidates and the Council Co-Chairs will appoint a new co-chair. Quality Improvement is going through the exact same process. Leif also announced Adaline was recovering from surgery and everyone wished her a speedy recovery.

(4.0) Approval of May 5th, 2011 Meeting Summary

A motion to approve the minutes was made by Roberta Stewart and seconded by Brian Kuerze

For: McCoy, Stewart, Kuerze, and Moffett

Against: None

Abstain: Torres, Mitchell

Not Present: Leach

(5.0) New Business/Old Business

a. Co-Chair Nominations discussion:

Leif reviewed the co-chair nomination process (as described under Co-Chair announcements). Caesar Moffett, Jr. said he would like to be considered for Committee Co-Chair. Caesar's name will be forwarded to the Executive Committee. Several committee members spoke highly of Caesar and were happy he came forward. Staff noted that Caesar has perfect attendance at the Membership/Finance committee as well as the Planning Council.

b. Review Membership/Finance PCAT

The Committee reviewed the PCAT and determined it was on target with all assigned activities.

c. Review Planning Council Feedback

The feedback was very strong with no negative comments. Both council members and members of the public had very positive comment with regard to the Priority Setting and Resource Allocation training that was lead by Roberta Stewart.

d. Review Planning Council Reflectiveness

The Council is at 32% non-conflicted consumer with a goal of 33%. The Council is still seeking at Medicaid representative as well as Hispanic; Male and non-conflicted consumers. The Planning Council Co-Chairs will discuss the Medicaid vacancy with the EMA's project officer during their monthly call (scheduled for Thursday, 6/16 at 3 p.m.)



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e. Review Planning Council Attendance

Planning Council attendance was reviewed. Shaded box on the spreadsheet means that the individual was not an official member of the council at that time. Members can miss a maximum of 4 absences per calendar year/4 absences for Executive. The committee also reviewed committee attendance as well as Planning Council attendance.

f. Review of Membership Applications

The Committee reviewed two membership applications. Roberta Stewart made a motion to go into Executive Session to review membership applications. Brian Datcher seconded the motion.

For: McCoy, Stewart, Kuerze, Moffett, Torres, Leach

Against: None

Abstain: Mitchell

Roberta Stewart made a motion to go out of Executive Session after reviewing membership applications. Brian Datcher seconded the motion.

For: McCoy, Stewart, Kuerze, Moffett, Torres

Against: None

Abstain: Leach

Not Present: Mitchell

The two applicants will be contacted by Beverly Leach and she will inform them of the application process. After meeting the meeting attendance requirement, the applicants will be brought back to the Membership/Finance committee for final consideration then forwarded to the Planning Council for final vote and then to the Mayor's office.

g. Develop Recruitment plan to maintain EMA's epidemic reflectiveness

The Committee discussed recruitment strategies to maintain the EMA's reflectiveness. Strategies discussed included:

1. Hosting a Hispanic focused consumer forum in Meriden
2. Contacting Hispanos Unidos to engage Hispanic PLWHA
3. Invite the Consumer Forum attendees from Bob Sideleau and Tom Kidder's events to Council meetings
4. Contact Fairhaven with possibly hosting a Community Info Session at their location

h. Assist in the Assessment of the Administrative Agency

The Committee finalized the FY 2010 Assessment of the Administrative Agency tool. This activity is a HRSA-Planning Council mandated function. The purpose is to determine the efficiency of the Administrative Agent (in our case, the City of New Haven Public Health Department). The tool has six questions and the data will be reviewed by the Executive Committee.



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- a. Part A funds were expended in a timely manner (Net 30?^[1]).
- b. Part A contracts with service providers were signed in a timely manner
- c. During FY 2010, the EMA had less than 3%(?) carryover in Part A funds.
- d. Part A resources were reallocated in a timely manner to ensure the needs of the community are met.
- e. Part A Programs funded in FY 2010 matched the service categories and percentages identified during the Council's Priority Setting and Resource Allocation process
- f. Planning Council Directives were reflected in Part A programs funded in FY 2010.

Roberta Stewart made a motion to accept the FY 2010 Assessment of the Administrative Mechanism tool. Beverly Leach seconded the motion.

For: McCoy, Stewart, Kuerze, Moffett, Torres

Against: None

Abstain: Leach

Not Present: Mitchell

(6.0) Grantee Report:

Tom Butcher reported:

1. The Notice of Grant Award is expected at the end of June
 - a. Never in the history of Ryan White have awards been this late
2. Providers have done a remarkable job of providing services to PLWHA
3. All provider contracts have been executed
4. March and April draw down requests have been approved and processed so funds are flowing into the care system
5. in June the Ryan White Office will be working to complete conditions of award
6. Gail and Lakeisha have done an incredible job with contracts, draw downs, conditions of award, invoices, etc. I can't thank them enough for all of their hard work.
7. Collaborative Research has been great and I want to thank them as well.
8. The progress report has been received and will be submitted to HRSA. Thanks to PC Staff and the PC for working on that.
9. The Carryover request for FY 2010 will be submitted in July with the FY 2010 closeout. Thanks to PC Staff and the PC for completing the request.

(7.0) Announcements

Several events this month recognizing the 30th Anniversary of HIV/AIDS

(8.0) Adjournment

The meeting adjourned at 1:53 p.m.

^[1] *Legally speaking Net 30 means that buyer will pay seller in full on or before the 30th calendar day (including weekends and holidays) of when the Goods were dispatched by the Seller or the Services were fully provided*