

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, July 7th, 2011
Start Time: 12:22
End Time: 1:53
Location: The Greek Olive
Presiding Chair: Adaline DeMarrais
Recorder: Jeff Daniel

Summary of Committee Votes

- Approval of June Meeting minutes
- Membership Applications

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"
- Coordinate Community Forum #6 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.	Kenneth Cousar												
4.	Brian Datcher		X	X		X	X	X					
5.	Adaline DeMarrais Co-Chair	X	X	X	X	X		X					
6.	Heidi Jenkins												
7.	Tom Kidder			X	X	X							
8.	Brian Kuerze	X	X	X	X	X	X	X					
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X		X						
10.	Ronald Lee				X	X		X					
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	X	X		X	X					
12.	Caesar Moffett, Jr. Co-Chair	X	X	X	X	X	X	X					
13.	Ken Teel												
14.	Kenneth McCoy			X	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	X					
22.	Dennis Torres						X						
	Ryan White Office	X	X	X	X	X		X					
	Planning Council Staff	X	X	X	X	X		X					
	% of Council present:	44%	44%	52%	48%	41%	36%	36%					



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(1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:04 pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

Adaline welcomed Caesar as the new Co-Chair of the committee.

(4.0) Approval of June 2nd, 2011 Meeting Summary

A motion to approve the minutes was made by Leif Mitchell and seconded by Roberta Stewart

For: Datcher, Kuerze, Mitchell, Moffett, McCoy, Stewart

Against: None

Abstain: DeMarrais, Lee

(5.0) New Business/Old Business

a. Review Membership/Finance PCAT

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

b. Review Planning Council Feedback

The feedback was very strong. PC members and members of the public did not like the room lay out and podium. Staff has talked to the Greek Olive staff and switched back to the old room layout. Staff noted the reason the new layout was a result of April's feedback saying the room was too cramped with not enough elbow room. Both council members and members of the public had very positive comment with regard to the Priority Setting training that was lead by Joanne Montgomery.

c. 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 Medicaid vacancy was discussed with the EMA's project officer during the monthly call (Thursday, 6/16 at 3 p.m.)

d. 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.

e. 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 Kuerze seconded the motion.

For: Datcher, Kuerze, Lee, Mitchell, Moffett, McCoy, Stewart



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Against: None

Abstain: DeMarrais

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

For: Datcher, Kuerze, Lee, Mitchell, Moffett, McCoy, Stewart

Against: None

Abstain: DeMarrais

Brian Kuerze made a motion to move Kenneth Cousar's membership application to the full Council (applicant has met membership requirements of attending one Committee meeting and one Planning Council meeting). Seconded by Leif Mitchell.

For: Datcher, Kuerze, Lee, Mitchell, McCoy

Against: None

Abstain: DeMarrais, Moffett, Stewart

Brian Kuerze made a motion to not move Penny Alesi's membership application to the full Council. Seconded by Brian Datcher.

For: Datcher, Kuerze, Lee, Mitchell, McCoy

Against: None

Abstain: DeMarrais, Moffett, Stewart

Brian Kuerze made a motion to have the Planning Council Co-Chairs talk with any applicants that are not moved forward to the full Planning Council. Seconded by Roberta Stewart.

For: Datcher, Kuerze, Lee, Mitchell, McCoy

Against: None

Abstain: DeMarrais, Moffett, Stewart

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

Staff reported that the next Community Forum (#6) will be on Thursday, August 11th from 1:30 p.m. to 3 p.m. at Hispanos Unidos in Meriden. Roz Wimbish is coordinating with HU clients to participate.

h. Assist in the Assessment of the Administrative Agency

The Ryan White Office has received the Assessment tool and is working to collect the data. The data will be given to staff and presented to Executive during September.

(6.0) Grantee Report:

Tom Butcher reported:

1. The Notice of Grant Award has not been received. HRSA indicated it would be to Part A grantees by June 30th, so it's obviously late.
2. Providers have done a remarkable job of providing services to PLWHA
3. A Q1 Expense report was presented. Tom noted the high expenditure rate and expressed concern that %s were high.
4. The Ryan White Office has completed conditions of award

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5. 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.
6. Collaborative Research has been great and I want to thank them as well.
7. The progress report has been received and will be submitted to HRSA. Thanks to PC Staff and the PC for working on that.
8. The Carryover request for FY 2010 has been submitted with the FY 2010 closeout. Thanks to PC Staff and the PC for completing the request.

(7.0) Announcements

None

(8.0) Adjournment

The meeting adjourned at 1:32 p.m.