

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, January 5th, 2012
Start Time: 12:20
End Time: 1:40
Location: The Greek Olive
Presiding Chair: Adaline DeMarrais
Recorder: Jeff Daniel

Summary of Committee Votes

- Approval of December Meeting minutes

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council By-Laws
- Recruit/Promote Planning Council to increase PLWHA participation-especially for upcoming Planning Council Open Houses in New Haven (December) and Bridgeport (January)

Staff Member Assignments

- Facilitate Council Membership Process
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness “Grid”
- Finalize 2012 Meeting Calendar and post with City

(1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:20 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

None

(4.0) Approval of December 8th, 2011 Meeting Summary

A motion to approve the minutes was made by Leif Mitchell and seconded by Cesar Moffett, Jr.

For: Datcher, Kidder, Leach, Lyons, Moffett

Against: None

Abstain: DeMarrais, Mitchell

Not Present: Reid, Torres

(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 Committee reviewed the Planning Council feedback from December. The feedback was very good and the public feedback to the PC's Open House was very good. Congrats to everyone.



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c. Review Planning Council Reflectiveness

The Committee reviewed the Planning Council reflectiveness. The Committee reviewed the Planning Council reflectiveness. The Council is at 35% 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 chart below is what the committee reviewed:

NHFF Profile*										
Gender	Target	PC		Non-Conflicted HIV Status	Target	PC				
Men	65%	65%		Current	> 33%	35%				
Women	35%	35%								
Members by Region	Target**	PC		Race / Ethnicity	Target	PC		HIV Status	Target	PC
Bridgeport	25%	28%		Afr. Am.	37%	30%		Positive	33%	55%
Danbury	5%	10%		Other	1%	0%		Negative	NA	48%
New Haven	34%	33%		Hispanic	29%	10%				
Out of EMA	0%	5%		White	33%	60%				
Stam./Norw.	17%	14%		*Target percentage information provided by CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/09"						
Waterbury	19%	10%								
Unidentified	0%	0%								

d. Review Planning Council Attendance

The committee did not review attendance as the attendance “record” resets in January. The Committee did review the PC calendar for 2012. The only dates that are of conflict are April’s QI meeting (which will be moved to Thursday, 4/12) and the July meetings. Due to the 4th of July holiday falling on a Wednesday, all meetings in July will be moved back a week. Committee meetings will be July 12th and 13th and Executive and Planning Council will be July 20th. The committee also determined there will be no meetings in the month of June and perhaps December.

e. Review of Membership Applications

Brian Datcher made a motion to go into Executive Session for the purpose of reviewing Membership Applications. Beverly Leach seconded the motion.

- For:** Datcher, Kidder, Leach, Lyons, Moffett, Mitchell
- Against:** None
- Abstain:** DeMarrais
- Not Present:** Torres, Reid

Leif Mitchell made a motion to come out of Executive Session. Tom Kidder seconded the motion.

- For:** Datcher, Kidder, Leach, Lyons, Moffett, Mitchell
- Against:** None
- Abstain:** DeMarrais
- Not Present:** Torres, Reid



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One membership application was reviewed. They will be made aware of the next steps in the Council's application process.

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

The Committee discussed the December Open House in New Haven as well as the upcoming Open House in Bridgeport. The New Haven Open House had 60 attendees, including Planning Council. As previously discussed, the feedback was very good from members of the public.

g. Review Scope of Work for next grant year (PCAT)

The Committee reviewed the FY 2011 PCAT and determined the activities listed in FY 2011 will be the same for FY 2012.

(6.0) Grantee Report:

Tom Butcher gave the following report:

1. The Expenditure Report will be delayed. Due the late arrival of the Notice of Grant award, expenditures are delayed. I will have a report at the February meeting
2. The Grantee has submitted the carryover request. Thank you to the Council and to PC Staff for completing the carryover request.

(7.0) Announcements

None

(8.0) Adjournment

The meeting adjourned at 1:40 p.m.

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Attendance Record – 2012

	Council Member	1/5	2/2	3/1	4/5	5/3	7/12	8/2	9/6	10/4	11/1	12/6
1.	Ric Browne											
2.	Kenneth Cousar											
3.	Michael Contreras											
4.	Brian Datcher	X										
5.	Adaline DeMarrais Co-Chair	X										
6.	Heidi Jenkins											
7.	Tom Kidder	X										
8.	Brian Kuerze											
9.	<i>Beverly Leach PC Co-Chair</i>	X										
10.	Andrew Lyons	X										
11.	<i>Leif Mitchell PC Co-Chair</i>	X										
12.	Caesar Moffett, Jr. Co-Chair	X										
13.	Ken Teel											
14.	Joanne Montgomery											
15.	Cedric Reid	X										
16.	Christine Romanik											
17.	Gabrielle Rosa											
18.	Robert Sideleau											
19.	Roberta Stewart											
20.	Dennis Torres	X										
	Ryan White Office	X										
	Planning Council Staff	X										
	% of Council present:	45%										