

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

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## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday, February 2nd, 2012  
**Start Time:** 12:15  
**End Time:** 1:40  
**Location:** Burroughs Community Center  
**Presiding Chair:** Leif Mitchell  
**Recorder:** Kyle Linnemeyer

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### Summary of Committee Votes

- Approval of January 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

Leif Mitchell 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 January 5<sup>th</sup>, 2012 Meeting Summary

A motion to approve the minutes was made by Brian Datcher and seconded by Beverly Leach.

**For:** Datcher, Leach

**Against:** None

**Abstain:** Mitchell, Stewart, Kuerze

**Not Present:** Kidder, DeMarrais

#### (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 January's Open House. The feedback was very good and the public feedback to the PC's Open House was very good. Congrats to everyone. Guests felt safe to speak. Everyone agreed. Committee felt it was



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good that guests saw how business was conducted. Planning Council got the message out that local consortium's were the best place to go for resource information

**c. Review 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. A letter has gone out to DSS seeking a Medicaid Representative. Leif is also trying to set up a meeting with the Mayor, Beverly Leach and the Ryan White Office. The Committee will check for the latest EPI data. 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 reviewed the attendance for the first month of the year. Bylaws do not require to reach out to anyone who has missed the first meeting of the year

**e. Review of Membership Applications**

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

- For:** DeMarrais, Kidder, Stewart, Datcher, Kuerze, Leach
- Against:** None
- Abstain:** Mitchell
- Not Present:**

Brian Kuerze made a motion to come out of Executive Session. Brian Datcher seconded the motion.

- For:** Datcher, Kidder, DeMarrais, Kuerze, Leach, Stewart
- Against:** None
- Abstain:** Mitchell
- Not Present:**

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Brian Datcher made motion to move 5 applications (Ronald, Juliette, Robert, Mary, and Jorge) forward in the process to go through Committee meeting and Planning Council. Brian Kuerze seconded the motion.

**For:** Datcher, Kidder, DeMarrais, Kuerze, Leach, Stewart

**Against:** None

**Abstain:** Mitchell

**Not Present:** None

Adiline will contact five applicants.

Brian Kuerze made motion to hold Andre's application pending contact with Britney (Project Officer) regarding membership requirements. DeMarrais seconded the motion

**For:** Kuerze, Datcher, Kidder, DeMarrais, Leach

**Against:**

**Abstain:** Mitchell, Stewart

**Not Present:**

Committee discussed that by-laws will need to be made more clear on membership requirements. Clarification on where members live and also where they receive services or are performing services.

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

The Committee discussed the January Open House in Bridgeport. The Bridgeport Open House had 42 attendees, including Planning Council. As previously discussed, the feedback was very good from members of the public. The Committee agreed that targeted forums are the best idea to attract new members. The Committee mentioned the Waterbury region and to try to attract the Hispanic population.

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

The Committee looked at the Scope of Work last month and said it was the same this year as last year. Therefore they did not review it this meeting.

### **(6.0) Grantee Report:**

Tom Butcher and Gail Glenn gave the following report:

1. The Grantee cannot give out a full report because it will lack clarity and could give out information that would change next month.
2. Part A balance is at 2,000,000.00 and two drawdowns are to take place. Grantees are confident they can spend the mandated 95% of total but it will be the first time they will not spend 97% or higher.
3. MAI balance is at 239,000.00 but this account doesn't have to be spent down. A carry over can be requested.

### **(7.0) Announcements**

AIDS Awareness Day is on Thursday, April 26<sup>th</sup> at the state capitol.

### **(8.0) Adjournment**

The meeting adjourned at 1:40 p.m.

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**Attendance Record – 2012**

	<b>Council Member</b>	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	X									
5.	<b>Adaline DeMarrais Co-Chair</b>	X	X									
6.	Heidi Jenkins											
7.	Tom Kidder	X	X									
8.	Brian Kuerze		X									
9.	<i>Beverly Leach PC Co-Chair</i>	X	X									
10.	Andrew Lyons	X										
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X									
12.	<b>Caesar Moffett, Jr. Co-Chair</b>	X										
13.	Ken Teel											
14.	Joanne Montgomery											
15.	Cedric Reid	X										
16.	Christine Romanik											
17.	Gabrielle Rosa											
18.	Robert Sideleau											
19.	Roberta Stewart		X									
20.	Dennis Torres	X										
	Ryan White Office	X	X									
	Planning Council Staff	X	X									
	% of Council present:	45%	35%									