

Ryan White EMA Planning Council

New Haven & Fairfield Counties

Jerod Geter & Adaline DeMarrais, Co-Chairs

Membership /Finance Committee

Meeting Summary

Meeting Date: Thursday, August 6th, 2009
 Start Time: 12:10
 End Time: 1:51 p.m.
 Location: The Greek Olive, New Haven
 Presiding Chair: Jerod Geter
 Recorder: Jeff Daniel, Planning Council Staff

SUMMARY OF COMMITTEE BUSINESS VOTES

- Minutes from 7/9

COUNCIL MEMBER ASSIGNMENTS

- Recruitment Strategies as discussed

STAFF MEMBER ASSIGNMENTS

- Prepare meeting summary

ATTENDANCE RECORD - 2009

Committee Members	1/8	2/8	3/5	4/2	5/7	6/4	7/9	8/6	9/3	10/1	11/5	12/3
1. ADALINE DEMARRAIS* (CO-CHAIR)				●	●	●	●	●				
2. JEROD GETER* (CO-CHAIR)				●	●	●	●	●				
3. JEROME HARRIS		●	●		●	●	●	●				
4. AFRICKA HINDS-AYALA												
5. TOM KIDDER	●	●	●	●	●	●	●	●				
6. BEVERLY LEACH									●			
7. ROBERTA STEWART	●	●	●	●	●	●	●	●				
Other Attendees												
RYAN WHITE OFFICE	●	●		●	●	●	●	●				
PC STAFF	●	●	●	●	●	●	●	●				
Other Participants	Charlotte Burch (PC), Leif Mitchell (PC), Afrika Hinds-Ayala											

(1.0) MOMENT OF SILENCE

Jerod Geter called the meeting to order at 12:10 p.m. A moment of silence was held in recognition of all who have been affected by HIV/AIDS.

(2.0) WELCOME AND INTRODUCTIONS

Jerod asked participants to introduce themselves and reminded attendees that the meeting is public and open to the press. Participants are asked to use good judgment

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disclosing any personal information during introductions.

(3.0) Co-CHAIR ANNOUNCEMENTS

Jerod announced the review of the committee's PCAT (Planning Council Activity Timeline). The Membership/Finance committee is on schedule based on the 2009 PCAT.

(4.0) APPROVAL OF JULY 9TH, 2009 MEETING SUMMARY

MOTION TO APPROVE MINUTES: 1ST: ROBERTA STEWART; **2ND:** JEROME HARRIS

DISCUSSION: NONE

FOR: HARRIS, STEWART

AGAINST: NONE

ABSTENTIONS: GETER, LEACH, MITCHELL,

NOT PRESENT: BURCH, DEMARRAIS, KIDDER

(5.0) NEW /OLD BUSINESS

A. REVIEW MEMBERSHIP "GRID" FOR REFLECTIVENESS & D. RECRUITMENT, BRAINSTORMING IDEAS

- Staff presented the current Planning Council Reflectiveness grid and noted the need for Hispanic Consumers, non-conflicted (in Waterbury and Bridgeport)
- The committee reviewed the Planning Council Reflectiveness "grid" for compliance. The committee noted the Council is in need of Hispanic, Male non conflicted consumers. The committee also discussed the regional representation of the Council. It was decided that the home town of the planning council member will count towards regional representation unless it is a provider representing a specific region.
- The Committee brainstormed recruitment ideas to increase membership, focusing on the Council's reflectiveness "Grid"
- Three teams were created to develop recruitment/retention strategies:
 - Beverly Leach and Jerod Geter-Consortiums and Support Groups (starting this week)
 - Adaline and Afrika—mentorship program
 - Leif, Roberta and Tom K—Community Forums
- Each group will meet prior to next month's Mem/Fi meeting to develop a plan. Each team will present their plan at September's Mem/Fi meeting.

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B. REVIEW OF PLANNING COUNCIL MEMBERSHIP APPLICATIONS

MOTION TO ENTER EXECUTIVE SESSION TO REVIEW MEMBERSHIP APPLICATIONS: 1ST: ROBERTA STEWART; 2ND: LEIF MITCHELL

DISCUSSION: NONE

FOR: BURCH, DEMARRAIS, HARRIS, KIDDER, MITCHELL, LEACH, STEWART

AGAINST: NONE

ABSTENTIONS: GETER

MOTION TO EXIT EXECUTIVE SESSION TO REVIEW MEMBERSHIP APPLICATIONS: 1ST: ROBERTA STEWART; 2ND: ADALINE DEMARRAIS

DISCUSSION: NONE

FOR: BURCH, DEMARRAIS, HARRIS, KIDDER, MITCHELL, LEACH, STEWART

AGAINST: NONE

ABSTENTIONS: GETER

MOTION TO MOVE AFRIKA HINDS-AYALA TO THE PLANNING COUNCIL FOR MEMBERSHIP: 1ST: ROBERTA STEWART; 2ND: LEIF MITCHELL

DISCUSSION: NONE

FOR: BURCH, DEMARRAIS, HARRIS, KIDDER, MITCHELL, LEACH, STEWART

AGAINST: NONE

ABSTENTIONS: GETER

C. COMPLETE ASSESSMENT OF THE ADMINISTRATIVE MECHANISM

- The committee concluded the 2008 Assessment of the Administrative Mechanism by reviewing:
 1. 6 month invoice/payment report with detail by contractor. Average time from invoice submittal to payment was 23.8 days.
 2. 2008 Final Expenditure by Service Category. The EMA had a 99% expenditure rate during 2008.
 3. 2008 Grant Year timeline. The Ryan White Office prepared a PowerPoint presentation outlining the steps from RFP issuance by City of New Haven to contractor invoice submittal with steps and dates in between.

MOTION TO ACCEPT THE EXCELLENT FINDINGS OF THE ASSESSMENT OF ADMINISTRATIVE MECHANISM : 1ST: ROBERTA STEWART; 2ND: TOM KIDDER

DISCUSSION: GREAT WORK BY THE RYAN WHITE OFFICE!

FOR: BURCH, DEMARRAIS, HARRIS, KIDDER, MITCHELL, LEACH, STEWART

AGAINST: NONE

ABSTENTIONS: GETER

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D. GRANTEE REPORT

- Tom Butcher distributed FY 2009 Q1 expenditures to date. He said most service categories are on target for Q1 expenditures

E. ANNOUNCEMENTS

- Jerod Geter announced that a new strain of HIV was discovered in Africa
- Tom Kidder announced a Social Security workshop, sponsored by the Agency of Aging of South Central Connecticut was being conducted on Thursday, August 20 from 9 a.m. to 1 p.m.

F. ADJOURNMENT

The meeting was adjourned at 1:51 p.m.