



**Membership/ Finance Committee
 Meeting Summary**

Meeting Date: Thursday, March 4th, 2010
Start Time: 12:19 p.m.
End Time: 1:47 p.m.
Location: The Greek Olive, New Haven, CT
Presiding Chair: Adaline DeMarrais
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Approval of Minutes from the February 4th, 2010 Membership/Finance Committee meeting

Council Member Assignments

- Recruitment Strategies as discussed
- Contact Applicants regarding PC membership process (Leif and Bob)

Staff Member Assignments

- Post approved agenda and meeting minutes on website (www.ryanwhitecare.org)
- Update Council Reflectiveness Grid
- Request Phoenix EMA Care Planner
- Process Membership Applications through Mayor's office

Attendance Record – 2010

| Committee Members | 1/7 | 2/4 | 3/4 | 4/1 | 5/6 | 6/3 | 7/1 | 8/5 | 9/2 | 10/7 | 11/4 | 12/2 |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| Brian Datcher | ● | ● | ● | | | | | | | | | |
| Adaline DeMarrais* (Co-Chair) | ● | ● | ● | | | | | | | | | |
| Tom Kidder (Council Co-Chair) | ● | ● | ● | | | | | | | | | |
| Beverly Leach | | ● | ● | | | | | | | | | |
| Leif Mitchell (Council Co-Chair) | ● | ● | ● | | | | | | | | | |
| Robert Sideleau* (Co-Chair) | ● | ● | ● | | | | | | | | | |
| Roberta Stewart | ● | ● | ● | | | | | | | | | |
| Other Attendees | | | | | | | | | | | | |
| Ryan White Office | ● | ● | ● | | | | | | | | | |
| Planning Council Staff | ● | ● | ● | | | | | | | | | |
| Other Participants | | | | | | | | | | | | |

(1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:19 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All present agreed to have known each other.

(3.0) Co-Chair Announcements

None

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

(4.0) Approval of February 4th, 2010 Meeting Summary

Robert Sideleau moved that the minutes of the February 4th Membership/Finance Committee meeting be approved. Tom Kidder seconded the motion.

For: Datcher, Stewart, Mitchell, Kidder, Sideleau, Leach **Abstain:** DeMarrais

(5.0) New Business/Old Business

a. Review Membership/Finance PCAT

The FY 2010 PCAT was presented by Tom Butcher. The PCAT was developed based on all the Committees and their requests of items to review for the upcoming year. These items or timeframe may change as a result of any HRSA changes or based on the FY2010 grant award.

Tom Butcher gave an update that the RFP for Planning Council had been released and that Collaborative Research was the selected vendor for FY2010.

In regards to the FY2010 grant award, Grantees were notified that the formula award should be released during the week of March 8 and the supplemental award on or around April 1.

b. Review Planning Council Reflectiveness

A letter from the Mayor has been sent to fill the Medicaid representative slot that is currently open. The reflectiveness indicates that more men are needed for the Council but in particular Hispanic members; Hispanic men would be an ideal goal to increase membership.

An update regarding the CHPC taskforce program and its new initiative with partner notification was given. It has not been determined as to who this initiative will fall under between the Department of Health or CHPC.

c. Membership Recruitment and Retention Plans

Discussion took place regarding the idea of developing a resource guide for the EMA. Guides exist in other EMAs such as Nassau-Suffolk and Phoenix prompting further discussion in what type of guide would meet the needs of the clients. The committee discussed the intention of the guide before determining what type of guide will be best to develop. The three main points the Committee needs to determine are:

- Who is the target audience to use the guide
- Will it be reflective of Statewide services or limited to the EMA
- What purpose will it serve for those living with HIV/AIDS: a guide for referrals or as handbook with multiple purposes including adherence to medication and care

Existing guides such as the one prepared by Planned Parenthood, Waterbury Hospital and State initiatives need to be reviewed as to not duplicate but enhance a proper guide for the community. Examples are to be brought to the next meeting for further discussion.

d. Review of Membership Applications

The Committee entered Executive Session to review Membership applications:
Motion into Executive Session- Robert Sideleau, Roberta Stewart- second the motion

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Adaline DeMarrais & Robert Sideleau, Co-Chairs

For: Leach, Sideleau, Kidder, Stewart, Mitchell, Datcher

Against: None

Abstain: DeMarrais

Motion out of Executive Session- Robert Sideleau -second- Leif Mitchell

For: Leach, Kidder, Stewart, Mitchell, Datcher, Sideleau

Against: None

Abstain: DeMarrais

Motion to vote on application- Leif Mitchell, Robert Sideleau- second

For: Leach, Kidder, Mitchell, Datcher, Sideleau

Against: None

Abstain: DeMarrais, Stewart

(6.0) Grantee Report:

Tom Butcher gave Grantee Report under New Business/PCAT review.

(7.0) Announcements

Roberta Stewart announced that Leif Mitchell just received the Dorothy Award by Pride New Haven.

Request by Leif Mitchell to move back to old business to discuss transportation policy and issues for potential members. Leif Mitchell made the motion and Roberta Stewart- second.

For: Datcher, Leach, Mitchell, Sideleau, Stewart

Abstain: DeMarrais

Not Present: Kidder

Discussion regarding how to transport pending Planning Council members (consumers) to meet the Planning Council requirement of attending two meetings prior to approval on to Council. Costs to get to the meetings can be expensive and review of the type of transportation needs and policy needs to take place. Chairs will pose questions to the Ryan White Office to request information from HRSA on clarification of transportation allowances and how other areas are dealing with this challenge regarding recruitment.

While in Old Business, Adaline DeMarrais mentioned that she spoke with the Council of Churches regarding adding a representative to the Council to reach out to the community.

(8.0) Adjournment

The meeting adjourned at 1:47 p.m.