

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee
 Meeting Summary**

Meeting Date: Thursday, April 1st, 2010
Start Time: 12:22 p.m.
End Time: 2 p.m.
Location: Burroughs Community Center, Bridgeport, CT
Presiding Chair: Robert Sideleau
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

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

Council Member Assignments

Staff Member Assignments:

Jeff Daniel to speak with Dennis Torres regarding community forum.
 Jeff Daniel to research Phoenix EMA's care planner development process.
 Jeff Daniel to contact Commissioner's office to follow up on Medicaid slot.

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
Adaline DeMarrais* (Co-Chair)	●	●	●									
Beverly Leach		●	●	●								
Brian Datcher	●	●	●									
Charlotte Burch		●		●								
Christine Romanik				●								
Clara Ramos												
Dennis Torres												
Jennifer Loschiavo	●	●										
Joanne Montgomery				●								
Krystle Moore												
Leif Mitchell (Council Co-Chair)	●	●	●	●								
Ric Browne												
Richard Coover (Began as of 4/1)												
Robert Sideleau* (Co-Chair)	●	●	●	●								
Roberta Stewart	●	●	●									
Tom Kidder (Council Co-Chair)	●	●	●	●								
Other Attendees												
Ryan White Office	●	●	●	●								
Planning Council Staff	●	●	●	●								
Other Participants	Evelyn Martinez (Public)											

(1.0) Moment of Silence

Robert Sideleau called the meeting to order at 12:22p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS, in particular former Planning Council member Ed

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(2.0) Welcome and Introduction

Committee members introduced themselves.

(3.0) Co-Chair Announcements

There were no co-chair announcements.

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

Leif Mitchell moved that the minutes of the March 4th, Membership/Finance Committee meeting summary be approved. Charlotte Burch seconded the motion.

For: Mitchell, Kidder, Leach **Abstain:** Sideleau, Burch, Romanik

Discussion took place and Leif Mitchell wanted to make sure that the transportation issues discussed at the previous meetings were being recommended to move forward to the SPA committee.

(5.0) New Business/Old Business

a. Review Membership/Finance PCAT

- New Planning Council Committee Binders were distributed and reviewed with members.
- For the 2010 Meeting Calendar, the May QI Committee has been changed and will meet from 9-11 am.
- Robert Sideleau reviewed the PCAT what it is and how it is to be used.

b. Review Planning Council Reflectiveness

- Jeff Daniel, Planning Council Staff, presented an update on the current reflectiveness of the Council. There is still a need for an increase in men, Hispanic members and HIV+ non conflicted members.
- In regards to having a Medicaid representative appointed to the Council, there has been no update since a letter was sent from the Mayor's office. Jeff Daniel to follow up with the Mayor's office.

c. Membership Recruitment and Retention Plans

I. Discussion regarding the EMA's Care Planner

The committee reviewed other EMA's Care planners and discussed in detail the pros and cons of various versions of having a care planner versus a resource type guide. The committee decided it should be produced as a local item- not state wide so that the info can be more accurate and liked the template that the Phoenix EMA has including size and sections. Further research such as printing, costs and how Phoenix has implemented this model to be researched further. In addition how to fund printing and ongoing printing such as through pharmaceutical companies will be explored.

II. Discussion 1st Community Info Session

The committee discussed how community sessions were to take place and what was to be accomplished during and as a result of these sessions. The sessions will be open to all populations not specific to particular groups. Detailed discussion took place regarding how the information gathered will be used for the Committee, Council and EMA. As previously decided for sessions will take place (one per quarter) and will be in 4 of the 5 regions of the EMA. The sessions will kickoff in June starting with the Stamford/Norwalk region and a mock up flyer will be created for the May meeting for approval and launch-

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one month prior to session. Jeff Daniel will speak with Dennis Torres regarding an upcoming SNARP meeting for input on how to reach clients and best forum to hold session.

d. Review of Membership Applications

Motion to move into executive session was made by Tom Kidder and seconded by Leif Mitchell.

For: Mitchell, Leach, Burch, Romanik, Kidder

Against: None

Abstain: Sideleau

Motion to move into executive session was made by Leif Mitchell and seconded by Tom Kidder.

For: Mitchell, Leach, Burch, Romanik, Kidder, Montgomery

Against: None

Abstain: Sideleau

Discussion also took place in regards to the existing membership application form. The current application need to be revised and will be added to a future agenda for review by the committee.

(6.0) Grantee Report:

The Grantee report was presented by Tom Butcher and Gail Glenn. The FY2009 service expenditure report was given and dollars that were allocated to provide direct services were spent down to the highest for this EMA at 99.71%. This does not include Quality Management or Administrative allocations.

The supplemental portion of the FY2010 has not been received but is to be released within the next week. The Grantees' office is asking for a contingency plan so that dollars can continue to be allocated to providers without interruption of services during this staggered time of funding. The plan allows certain percentages to be assigned to services in existing categories should the award exceed \$5 million.

Joanne Montgomery made a motion to utilize the previous contingency plan originally developed for the FY2007 with updates that are reflective to present day. Leif Mitchell seconded the motion.

For: Mitchell, Kidder, Leach, Romanik, Montgomery

Abstain: Sideleau

Against: Burch

(7.0) Announcements

New Haven will be hosting and AIDS walk, please see Leif Mitchell for more information.

(8.0) Adjournment

The meeting adjourned at 2 p.m.