



*Adaline DeMarrais & Robert Sideleau, Co-Chairs*

**Membership/ Finance Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, May 6th, 2010  
**Start Time:** 12:23 p.m.  
**End Time:** 1:17 p.m.  
**Location:** Greek Olive Restaurant, New Haven  
**Presiding Chair:** Robert Sideleau  
**Recorder:** Jeananne Cappetta

**Summary of Committee Business Votes**

- Approval of Minutes from the April 1st, 2010 Membership/Finance Committee meeting

**Council Member Assignments**

- Attend Committee/Council meetings as outlined in the Council By-Laws
- Recruit/Promote Planning Council to increase PLWHA participation

**Staff Member Assignments**

- Plan Stanford/Norwalk Community Information Session
- Coordinate Council Co-Chair Nomination process
- Facilitate Council Membership Process
- Prepare Administrative Mechanism Tool for Committee review

**Attendance Record – 2010**

<b>Committee Members</b>	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												
Robert Sideleau* (Co-Chair)	•	•	•	•	•							
Roberta Stewart	•	•	•		•							
Tom Kidder (Council Co-Chair)	•	•	•	•	•							
<b>Other Attendees</b>												
Ryan White Office	•	•	•	•	•							
Planning Council Staff	•	•	•	•	•							
Other Participants												

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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## (1.0) Moment of Silence

Robert Sideleau called the meeting to order at 12:23p.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

There were no co-chair announcements.

## (4.0) Approval of April 1st, 2010 Meeting Summary

Tom Kidder moved that the minutes of the April 1st Membership/Finance Committee meeting summary be approved. Brian Datcher seconded the motion.

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

Brian Datcher indicated that he attended the April meeting and not March and that he would like to have seen more detail in the meeting summary.

## (5.0) New Business/Old Business

### a. Review Membership/Finance PCAT

- The PCAT was reviewed to ensure the committee was on target for the month. The Care plan was the only item that was listed that will not be reviewed as it is on hold until further notice because of the redistribution of funds based on the FY2010 grant award.
- Discussion also took place regarding what the process of the development of the administrative mechanisms, in particular what the role of the membership/finance committee played. Jeff Daniel reviewed the process and indicated the administrative mechanisms were part of the grant application process and should be reviewed once the FY2011-12 grant application is released so that it can include any new changes.

### b. Review Planning Council Reflectivness

- 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.
- As of April 30, 2010:

Non-Conflicted HIV Status			Race / Ethnicity	Target	Current PC	HIV Status	Target	Current PC
Current	> 33%	19%	Afr. Am.	37%	25%	Positive	33%	38%
			Other	1%	0%	Negative	NA	62%
			Hispanic	29%	6%			
			White	33%	69%			

- In regards to having a Medicaid representative appointed to the Council, Jeff Daniel has sent a second letter to the Mayor's office. No responses were received to phone calls.

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## c. Membership Recruitment and Retention Plans

### I. Discussion 1<sup>st</sup> Community Info Session

Jeff Daniel gave an update regarding holding the session in Stamford. The dates will either be June 9 or 10<sup>th</sup> and the committee discussed what times would be best to hold the meeting. The committee decided from 3-5 pm will be the best times and that Jeff will contact the Triangle Community Center in Norwalk to see which date was available and secure it.

### d. Review of Membership Applications

Motion to move into executive session was made by Roberta Stewart and seconded by Tom Kidder.

**For:** Mitchell, Kidder, Leach, Datcher, Burch, DeMarrais, Datcher, Stewart

**Against:** None

**Abstain:** Sideleau

Motion to move out of executive session was made by Roberta Stewart and seconded by Charlotte Burch.

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

**Against:** None

**Abstain:** Sideleau, Mitchell

### e. Planning Council Co-Chair Election Process

The committee reviewed the new co-chair nomination brochure. Jeff Daniel named the eligible members for co-chair positions: Ric Browne, Charlotte Burch, Adaline DeMarrais, Jennifer Loschiavo, Leif Mitchell, Joanne Montgomery, Dennis Torres, Roberta Stewart, Krystal Moore. A discussion took place regarding what the process will be and how in the past potential co-chairs were selected. Current co-chairs will contact the eligible members in addition Planning Council staff will also speak with these members.

Discussion also took place regarding the by-laws contingency plan regarding Planning Council co-chair. If an extension is given for six months should a co-chair not be selected, this will coincide with the expiration of the other co-chairs term. The plan will be reviewed to potentially extend the term for 12 months instead of six.

## Nominations Process & Timeline is as follows:

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After you submit your nominations form, the Co-Chair Nominations Process will occur as follows:

- **Nominations Forms Due June 2<sup>nd</sup>, 2010 at 5 p.m. EST**

All nomination forms must be received by Planning Council Staff by June 2<sup>nd</sup>, 2010 by 5 p.m. EST. On Thursday, June 3<sup>rd</sup>, 2010 Membership/Finance Committee will review forms for eligibility, and compile data for the full Council.

- **Information Sent to Council**

During the June 11<sup>th</sup>, 2010 Council meeting, the Membership/Finance Committee will distribute all non-confidential nominations data on nominees to the Planning Council.

- **Nominees May Address Council**

Eligible nominees will have an opportunity to address the Council during the June 11<sup>th</sup>, 2010 Council meeting.

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- **Voting on a New Co-Chair**

During the June 11<sup>th</sup>, 2010 Council meeting, the full Planning Council will select the new Co-Chair by: (a) taking a tally in the form of a write-in ballot; (b) tallying the results; (c) bringing forward a motion to select the person with the most votes as the first-choice nominee (d) voting on this motion according to parliamentary procedure.

- **Request to Mayor**

After voting, Planning Council Staff will send a list of all eligible nominees and their qualifications, with the Council's top recommendation, to the Mayor. **The Mayor will make the final Co-Chair appointment.**

- **Term for the newly elected Council Co-Chair Begins on July 1<sup>st</sup>, 2010.**

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

Tom Butcher reported that award letters have gone out to all Lead Agencies and currently are in process of the development of budgets and scopes of work. A provider meeting was held last month with the Leads and subcontractors.

Grantees are required to meet certain conditions' of awards that are due by the end of the month and the Ryan White Office is currently in the process of completing these.

The FY2010-2011 grant application score has been received. The EMA has received a 95, the highest score they have received. Tom thanked everyone involved with the application development including the committee with assistance for the unaware and MAI additional components.

## **(7.0) Announcements**

- Registration has begun for the June 4<sup>th</sup>, MSM conference: Responding to Resurgent HIV/STI Incidence Among MSM in CT: Effective HIV Prevention Interventions for Gay Men will be held June 4<sup>th</sup> from 8 – 4pm, location to be determined. To date 75 people have registered.

## **(8.0) Adjournment**

The meeting adjourned at 1:17 p.m.