

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee
 Meeting Minutes**

Meeting Date: Thursday, August 5, 2010
Start Time: 12:15p.m.
End Time: 1:46 p.m.
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Tom Kidder
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Approval of Minutes from the July 1, 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

- Facilitate Council Membership Process

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	•	•	•		•	•	•					
Caesar Moffett, Jr	■						•	•				
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	•	•	•		•	•	•	•				
Ronald Lee	■							•				
Tom Kidder (Council Co-Chair)	•	•	•	•	•		•	•				
Other Attendees												
Ryan White Office	•	•	•	•	•	•	•	•				
Planning Council Staff	•	•	•	•	•	•	•	•				
Other Participants												

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(1.0) Moment of Silence

Tom Kidder called the meeting to order at 12:15 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 participants introduced themselves.

(3.0) Co-Chair Announcements

There were no co-chair announcements today.

(4.0) Approval of July 1, 2010 Meeting Summary

Roberta Stewart moved that the minutes of the July 1st Membership/Finance Committee meeting summary be approved. Beverly Leach seconded the motion.

For: Leach, Moffett, Burch, Mitchell, Stewart

Against: None

Abstain: Kidder, Romanik, Lee

(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.

b. Review Planning Council Reflectivness

- o Jeff Daniel, Planning Council Staff, presented that the current reflectiveness of the Council has not changed since July. Membership has recently increased which has assisted the composition of the Planning Council to move closer to its targets. However, there is still a need for an increase in men, Hispanic members and HIV+ non conflicted members.

As of July 1, 2010:

Non-Conflicted HIV Status	Target	PC
Current	> 33%	28%

Gender	Target	PC
Men	65%	50%
Women	35%	50%

Race / Ethnicity	Target	PC	HIV Status	Target	PC
Afr. Am.	37%	33%	Positive	33%	44%
Other	1%	0%	Negative	NA	56%
Hispanic	29%	6%			
White	33%	61%			

c. Membership Recruitment and Retention Plans

i. Community Forum #2 (Waterbury)

The committee discussed the next Community Forum and Beverly Leach indicated that she has been conducting outreach to various providers to inform them of the event. The format will be the same as the forum held in Stamford and the agenda will be finalized at the next M/F meeting in September. The next Community Forum will be held September 9 from 3- 4:30 at Waterbury Hospital.

d. Review of Membership Applications

There were four membership applications that the committee reviewed.

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Motion to move into executive session was made by Roberta Stewart and seconded by Leif Mitchell

For: Leach, Moffett, Burch, Romanik, Mitchell, Stewart, Lee

Against: None

Abstain: Kidder

Motion to move out of executive session was made by Roberta Stewart and seconded by Beverly Leach

For: Leach, Moffett, Burch, Romanik, Mitchell, Stewart, Lee

Against: None

Abstain: Kidder

e. Review of PC Membership Attendance

The Committee reviewed the attendance of all Council members tear to date for 2010. Discussion took place regarding attendance of various members regarding missing 4 or more of the required committee attendance. The co-chairs of the Council will contact the members followed by letters to any member who have either missed 4 or more meetings to let them know that they will be dismissed if they missed any more meetings this year or that because they have exceeded the attendance requirements they are dismissed.

f. Update: Assessment of the Administrative Agent (in conjunction with EC)

The Administrative Assessment tool reviewed at the last meeting will be presented to the Executive Committee at their next meeting.

g. Train the Trainer (TOT Program)

Tom Kidder asked today to provide an update of participation in the program sponsored by the National Quality Center. Recently Tom Kidder and Bob Sideleau attended this training that focused on reaching out to council members and community workers on how to become more involved in community advisory boards. This training took place at SCN in Hartford.

(6.0) Grantee Report:

Tom Butcher presented the first quarter (March-June) expenditures for all of the regions. This report included an overall review how the service categories have spent down across the EMA followed by each individual region.

(7.0) Announcements

There were no announcements today.

(8.0) Adjournment

The meeting adjourned at 1:46 p.m.