

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee
 Meeting Minutes**

Meeting Date: Thursday, September 2, 2010
Start Time: 12:03p.m.
End Time: 1:07 p.m.
Location: The Greek Olive Restaurant, New Haven
Presiding Chair: Adaline DeMarrais
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Approval of Minutes from the August 5th, 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	Kenny McCoy, Ken Teel											

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(1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:03 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

The next consumer forum will be held Thursday, September 9, 2010 at Waterbury Hospital.

(4.0) Approval of August 5th, 2010 Meeting Summary

Roberta Stewart moved that the minutes of the August 5th Membership/Finance Committee meeting summary be approved. Tom Kidder seconded the motion.

For: Moffett, Burch, Mitchell, Stewart, Kidder, Romanik, Sideleau

Against: None

Abstain: DeMarrais

Discussion: Page 3 e. tear should read year and add that the committee decided that the two members

(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 committee is currently managing the membership application process.

b. Review Planning Council Reflectivness

- o Jeff Daniel, Planning Council Staff, presented that the current reflectiveness of the Council has changed with the administrative dismissal of two Council members since August. There continues to be a need for an increase in men, Hispanic members and HIV+ non conflicted members. Currently there are several applicants for Council membership that may assist in meeting some of these targets. As of September 2, 2010:

Gender	Target	PC
Men	65%	44%
Women	35%	56%

Non-Conflicted HIV Status	Target	PC
Current	> 33%	25%

Race / Ethnicity	Target	PC	HIV Status	Target	PC
Afr. Am.	37%	38%	Positive	33%	44%
Other	1%	0%	Negative	NA	56%
Hispanic	29%	6%			
White	33%	56%			

Additional discussion regarding new applicants was raised during this agenda item. Currently there are four applications in process, up to two applications will be forwarded to the Planning Council for consideration and another application will be reviewed today. Because of the timing of meetings throughout the month, the committee discussed the procedure of when an application is reviewed to

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attendance requirements met and Planning Council approval. The committee confirmed that all applications are to return to this committee regardless of when the requirements are met prior to approval by Planning Council.

c. Membership Recruitment and Retention Plans

i. Community Forum #2 (Waterbury)

The committee discussed the next Community Forum. The format will be the similar as the forum held in Stamford and would like the leaders of the forum to emphasis how data collected from this forum will be used and its importance. The agenda was finalized and discussion as to who will be attending the forum occurred.

The Community Forum will be held September 9 from 3- 4:30 at Waterbury Hospital.

d. Review of Membership Applications

There were one membership applications that the committee reviewed.

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

For: Moffett, Burch, Romanik, Mitchell, Stewart, Kidder, Datcher, Sideleau

Against: None

Abstain: DeMarrais

Motion to move out of executive session was made by Robert Sideleau and seconded by Tom Kidder

For: Moffett, Burch, Romanik, Mitchell, Stewart, Kidder, Datcher, Sideleau

Against: None

Abstain: DeMarrais

Robert Sideleau made the motion to move forward the application of Ken Teel to the Planning Council; Roberta Stewart seconded the motion,

For: Moffett, Burch, Romanik, Mitchell, Stewart, Kidder, Datcher, Sideleau

Against: None

Abstain: DeMarrais

Robert Sideleau made the motion to move forward the application of Kenneth McCoy Teel to the Planning Council; Leif Mitchell seconded the motion,

For: Moffett, Burch, Romanik, Mitchell, Stewart, Kidder, Datcher, Sideleau

Against: None

Abstain: DeMarrais

(6.0) Grantee Report:

Tom Butcher reported that the FY2011-12 grant application preparation is currently underway. Fiscal monitoring visits are occurring and will be completed in September as well as the last of Quality Management visits. The administrative assessment tool developed by this committee has been reviewed by the Ryan White Office and will be presented to the Executive Committee.

The Health Department has hired Dr. Garcia as the new health director. Dr. Garcia started a few weeks ago in the department.

(7.0) Announcements

There were no announcements today.

(8.0) Adjournment

The meeting adjourned at 1:07 p.m.