

Ryan White EMA Planning Council

Membership /Finance Committee Meeting Summary – **DRAFT** Fast Fact Page

Meeting Date: Thursday, March 5th, 2009
 Start Time: 12:10
 End Time: 1:15 p.m.
 Location: Optimus Healthcare Center, Bridgeport
 Presiding Chair: Ken Teel
 Recorder: Jeff Daniel, Planning Council Staff

SUMMARY OF COMMITTEE BUSINESS VOTES

- Minutes from 2/5

COUNCIL MEMBER ASSIGNMENTS

- Attend Committee and PC meetings per Council By-Laws

STAFF MEMBER ASSIGNMENTS

- Prepare meeting minutes from 03/05/09 meeting
- Updated Membership “Grid”
- Speak with Planning Council applicant regarding attendance requirements

ATTENDANCE RECORD - 2009

	Committee Members	01/08	02/08	3/5	4/2	5/7							
1.	ADALINE DEMARRAIS												
2.	JOSE GARCIA												
3.	JEROME HARRIS		•	•									
4.	AFRICKA HINDS-AYALA												
5.	TOM KIDDER	•	•	•									
6.	ROBERT SIDELEAU	•	•	•									
7.	ROBERTA STEWART	•	•	•									
8.	MR. KEN TEEL* (CO-CHAIR)	•	•	•									
	Other Attendees												
	THOMAS BUTCHER (RYAN WHITE OFFICE)	•	•										
	JEFF DANIEL (PC STAFF)	•	•	•									
	PC Members & Public Participants	Ric Browne (PC)											

(1.0) MOMENT OF SILENCE

Ken Teel called the meeting to order at 12:10 p.m. A moment of silence was held in recognition of all who have been affected by HIV/AIDS.

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(2.0) WELCOME AND INTRODUCTIONS

Ken asked participants to introduce themselves and reminded attendees that the meeting is public and open to the press. Participants are asked to use good judgment disclosing any personal information during introductions.

(3.0) CO-CHAIR ANNOUNCEMENTS

Ken reviewed the agenda with participants and highlighted three items for discussion: 1) approval of 02/05 minutes 2) discussion of membership recruitment and retention strategies 3) review of membership applications

(4.0) APPROVAL OF FEBRUARY 2ND, 2009 MEETING SUMMARY

MOTION TO APPROVE MINUTES: 1ST: ROBERT SIDELEAU; 2ND: TOM KIDDER

FOR: HARRIS, KIDDER, SIDELEAU, STEWART

AGAINST: NONE

ABSTENTIONS: TEEL, BROWNE

(5.0) NEW /OLD BUSINESS

A. MEMBERSHIP RECRUITMENT AND RETENTION

- The committee asked to staff to update the Membership “Grid” in order to better recruit individuals from the HRSA required “slots”
- Roberta Stewart advised the committee to be careful that “we don’t just fill the Council with bodies..that we have active participants. Perhaps we should invite people to attend Council meetings and then ask them to apply. That way they understand the time commitment and what is involved in being a Planning Council member.”
- The Committee discussed the following recruitment strategies:
 - Distribute PC flyers to each of the local planning consortia
 - Outreach to each of the Continua (lead agencies)
 - Outreach to Case Managers
- Jerome Harris said the committee should give the recruiting process time
- Roberta Stewart said the committee should promote Value, Purpose and Transparency.

B. REVIEW OF MEMBERSHIP APPLICATIONS

MOTION TO ENTER EXECUTIVE SESSION TO DISCUSS MEMBERSHIP APPLICATION: 1ST: ROBERT SIDELEAU; 2ND: ROBERTA STEWART

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- **FOR:** SIDELEAU, STEWART, KIDDER, BROWNE, HARRIS
- **AGAINST:** NONE
- **ABSTENTIONS:** TEEL

MOTION TO EXIT EXECUTIVE SESSION: 1ST: ROBERT SIDELEAU; 2ND: RIC BROWNE

FOR: SIDELEAU, STEWART, KIDDER, BROWNE, HARRIS

AGAINST: NONE

ABSTENTIONS: TEEL

- The committee asked staff to discuss attendance requirements with applicant.

C. GRANTEE REPORT

None.

D. ANNOUNCEMENTS

- Ken Teel announced the next meeting will be on 4/2 from noon to 2 p.m. at The Greek Olive in New Haven.

E. ADJOURNMENT

The meeting was adjourned at 1:50 p.m.