



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee
 Meeting Minutes**

Meeting Date: Thursday, November 4, 2010
Start Time: 12:06 p.m.
End Time: 1:26 p.m.
Location: Greek Olive Restaurant, New Haven
Presiding Chair: Adaline DeMarrais
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Approval of Minutes from the October 7, 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	•	•	•		•	•	•		•	•		
Brian Kureze												
Caesar Moffett, Jr							•	•	•	•	•	
Charlotte Burch		•		•	•	•	•	•	•	•	•	
Christine Romanik				•		•		•	•	•		
Clara Ramos												
Dennis Torres						•						
Jennifer Loschiavo	•	•										
Joanne Montgomery				•								
Ken Teel												
Kenneth McCoy											•	•
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												

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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(1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:06 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. Robert Sideleau reviewed today's agenda and the PCAT with the committee.

(4.0) Approval of October 7th, 2010 Meeting Summary

Robert Sideleau moved that the minutes of the October 7th Membership/Finance Committee meeting summary be approved. Beverly Leach seconded the motion.

For: Sideleau, Leach, Burch, Romanik, McCoy, Kidder

Against: None

Abstain: DeMarrais, Stewart

(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 Reflectiveness

- o Jeananne Cappetta, Planning Council Staff, presented the current reflectiveness (below) of the Council. 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 and Hispanic members. As of October 7, 2010:

Gender	Target	PC	Non-Conflicted HIV Status	Target	PC
Men	65%	53%	Current	> 33%	37%
Women	35%	47%			

Race / Ethnicity	Target	PC	HIV Status	Target	PC
Afr. Am.	37%	37%	Positive	33%	53%
Other	1%	0%	Negative	NA	47%
Hispanic	29%	5%			
White	33%	58%			

The committee discussed what type of target plan can be used to reach out to the Hispanic community including having a community forum conducted in Spanish; having the Bridgeport meeting specifically targeting the Hispanic community and identifying community members that can be potential members for the Council. While this population is an area to target the committee wanted to ensure that potential members do understand that all Planning Council and its committees business are conducted in English.

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c. Membership Recruitment and Retention Plans

i. Discussion of Community Forum #3

The committee discussed whether, if any, changes should be made to the next community forum based on the last two that were held in Stamford and Waterbury. The committee agreed to continue with the same format that has been used for the previous forums. The next community forum will be held in Bridgeport on December 9 at GBAP.

d. Review of Membership Applications

There was one membership application that has been in progress and the applicant has met the committee attendance requirements. The committee discussed whether or not to move this application forward to the Planning Council for approval.

Motion to move into executive session was made by Robert Sideleau and seconded by Roberta Stewart

For: Sideleau, Leach, Burch, Romanik, McCoy, Kidder, Stewart

Against: None

Abstain: DeMarrais

Motion to move out of executive session was made by Roberta Stewart and seconded by Robert Sideleau

For: Sideleau, Leach, Burch, Romanik, McCoy, Kidder, Stewart

Against: None

Abstain: DeMarrais

Motion was made by Roberta Stewart to move the application of Gabrielle Rosa forward to the Planning Council. The motion was seconded by Robert Sideleau.

For: Sideleau, Leach, Burch, Romanik, McCoy, Kidder, Stewart

Against: None

Abstain: DeMarrais

e. Planning Council Co-Chair Election Process (Tom Kidder's Term expires 12/31/10)

The committee reviewed the process determined during an earlier meeting for applying and reviewing of applications for the Co-Chair position. All applications are due by December 1st for review and approval at the December Planning Council meeting.

f. Review/Update Membership Applications

The committee reviewed suggested changes that were made during last month's review of the application and continued to make additional adjustments with an emphasis looking at how to ensure the applicant understands that the information they provide, especially in reference to their HIV status, will be kept confidential; changing this form to be an application vs. a nomination; best methods of submitting an application and tweaking the existing sections to ensure they are consistent with the recommendations being made. Planning Council staff will provide an updated application with today's recommendations to the committee at the next meeting for approval.

The issue of confidentiality also prompted a discussion on how members introduce themselves at meetings and what makes people as well as potential new members comfortable. This will continued to be discussed during future meetings.

(6.0) Grantee Report:

Tom Butcher informed the committee that the MAI carryover dollars from FY2009-10 for a total of \$39,874 has been submitted by the EMA. If approved by HRSA, the money which must be spent down by February 28, 2011 will be used in the Substance Abuse- Inpatient service category.

Tom also reported to the committee that the RFP to bid for 2011 services is currently being developed.

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(7.0) Announcements

- World AIDS Day, December 1. Annual breakfast/health fair will be held at the Ethan Allen Inn in Danbury will be held at 8:30am. The keynote speaker will be Joanne Montgomery. For more information please contact Roberta Stewart @ 203-778-2437

(8.0) Adjournment

The meeting adjourned at 1:26 p.m.