

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee
 Meeting Minutes**

Meeting Date: Thursday, December 2nd, 2010
Start Time: 12:09 p.m.
End Time: 1:30 p.m.
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Robert Sideleau
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the November 4, 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
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness “Grid”
- Translate Membership Application into Spanish for monolingual applicants

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
1. Adaline DeMarrais* (Co-Chair)	•	•	•		•	•	•		•	•	•	
2. Beverly Leach		•	•	•	•	•	•	•		•	•	•
3. Brian Kuerze												•
4. Caesar Moffett, Jr							•	•	•	•	•	•
5. Charlotte Burch		•		•	•	•	•	•	•	•	•	
6. Christine Romanik				•		•		•	•	•		
7. Clara Ramos												
8. Dennis Torres						•						
9. Jennifer Loschiavo	•	•										
10. Joanne Montgomery				•								
11. Kenneth McCoy										•	•	•
12. Krystle Moore												
13. Leif Mitchell (Council Co-Chair)	•	•	•	•	•	•	•	•	•			•
14. Robert Sideleau* (Co-Chair)	•	•	•	•	•	•	•	•	•	•	•	•
15. Roberta Stewart	•	•	•		•	•	•	•	•		•	•
16. Ronald Lee									•		•	
17. Tom Kidder (Council Co-Chair)	•	•	•	•	•		•	•	•	•	•	•
Other Attendees												
Ryan White Office	•	•	•	•	•	•	•	•	•	•	•	•
Planning Council Staff	•	•	•	•	•	•	•	•	•	•	•	•
Other Participants	Brian Datcher											



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(1.0) Moment of Silence

Robert Sideleau called the meeting to order at 12:09 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 November 4th, 2010 Meeting Summary

Roberta Stewart moved that the minutes of the November 4th Membership/Finance Committee meeting summary be approved. Beverly Leach seconded the motion.

For: Kidder, Leach, Moffett, McCoy, Stewart

Against: None

Abstain: Kuerze, Mitchell, Sideleau

(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 Jeff Daniel, Planning Council Staff, presented the current reflectiveness (below) of the Council. The Membership composition has changed. The Council has added a Latina while a non-aligned consumer resigned from the Council. The Council continues to recruit new applicants through Community Forums hosted throughout the EMA. As of December 1st, 2010:

NHFF Profile*						
Gender	Target	PC		Non-Conflicted HIV Status	Target	PC
Men	65%	50%		Current	> 33%	32%
Women	35%	50%				

Members by Region	Target**	PC		Race / Ethnicity	Target	PC		HIV Status	Target	PC
Bridgeport	25%	26%		Afr. Am.	37%	31%		Positive	33%	50%
Danbury	5%	11%		Other	1%	0%		Negative	NA	50%
New Haven	34%	32%		Hispanic	29%	11%				
Out of EMA	0%	5%		White	33%	58%				
Stam./Norw.	17%	21%		*Target percentage information provided by CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/09"						
Waterbury	19%	5%								
Unidentified	0%	0%								

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c. Membership Recruitment and Retention Plans

i. Preparation for Community Forum #3- Bridgeport

The committee discussed the upcoming Community Forum in Bridgeport (Thursday, December 9th 3:00 p.m. - 4:30 p.m., United Congregational Church, 877 Park Avenue, 3rd Floor Bridgeport, CT 06604). Due to the size of the room (30), Planning Council attendance should be limited so that consumers can attend the forum. The Committee discussed having 5 PC members attend. Leif Mitchell said PC members should be reflective of the Council. Tom Butcher added that Consumers from the Council should represent the Council at the Community Forum.

d. Review of Membership Applications

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

For: Kidder, Kuerze, Leach, McCoy, Mitchell, Moffett, Stewart

Against: None

Abstain: Sideleau

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

For: Kidder, Kuerze, Leach, McCoy, Mitchell, Moffett, Stewart

Against: None

Abstain: Sideleau

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 received one application for Council Co-Chair. The Applicant is Beverly Leach. The Applicant meets all requirements set forth in the Council's By-Laws. Committee Co-Chair Bob Sideleau reviewed Leach's application materials including reading of her personal statement. Sideleau also reviewed the Council Co-Chair election process for next Friday's election at Planning Council: During the December 10th, 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. 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. The term for the newly elected Council Co-Chair Begins on January 1st, 2011. Several committee members expressed their excitement for Leach's application and candidacy.

f. Review/Update Membership Applications

The committee finalized changes that were made during last month's review of the application. The Committee included: 1) language regarding transportation for consumer applicants to Planning Council meetings 2) email/physical address mail options 3) wording with regard to what role in the community a potential applicant reflects; 4) securing a toll free fax line for applicants to fax applications to PC Staff and 5) language around re-application to include the following: If you were a Planning Council member within the last year, and are reapplying, please describe the change in circumstances that would now allow you to fulfill membership requirements. The application was finalized based on these modifications.

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(6.0) Grantee Report:

Gail Glenn gave the Grantee's report:

- All budget revisions have been received (11/3)
- Regions 1 (New Haven), 2 (Waterbury), 4 (Stamford/Norwalk) and 5 (Danbury) had revisions. Region 3 (Bridgeport) did not.
- There has been no word on the Eligible Metropolitan Area (EMA)'s Minority AIDS Initiative (MAI) carry over request. It was submitted to the EMA's Project Officer. The carryover has to be used by 2/28/11. The Council approved the funding to be used in Substance Abuse Inpatient Services.
- Tom Butcher reported that the EMA has a new Project Officer and that the EMA's old project officer, Latrece Timmons was moving to the Centers for Disease Control (CDC) in Atlanta. It is unclear at this time who the next Project Officer is going to be.

(7.0) Announcements

- Roberta Stewart reported Danbury's World AIDS Day was great and that the keynote speaker, Joanne Montgomery was awesome. "There wasn't a dry eye in the place." The event was also written up in the *Danbury News-Times*.
- Leif Mitchell reported that New Haven's World AIDS Day was wonderful and there were lots of people despite the bad weather
- Beverly Leach reported that Waterbury's World AIDS Day was beautiful and several awards were on display.

(8.0) Adjournment

The meeting adjourned at 1:30 p.m.