

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday, January 6<sup>th</sup>, 2011  
**Start Time:** 12:05  
**End Time:** 1:56  
**Location:** The Greek Olive, New Haven  
**Presiding Chair:** Adaline DeMarrais  
**Council Staff:** Jeff Daniel

### Summary of Committee Business Votes

- Approval of Minutes from the December 2<sup>nd</sup>, 2010 Membership/Finance Committee meeting
- Approval of Membership Application

### 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
- Prepare Meeting summary
- Coordinate logistics for Community Info Session #4 (New Haven)

### Attendance Record – 2011

	Council Member	1/6	2/3	3/3	4/7	5/5	6/2	7/7	8/4	9/1	10/6	11/3	12/1
1.	Charlotte Burch												
2.	<b>Adaline DeMarrais Co-Chair</b>	X											
3.	Brian Kuerze	X											
4.	<i>Beverly Leach PC Co-Chair</i>	X											
5.	Ronald Lee												
6.	Jennifer Loschiavo												
7.	<i>Leif Mitchell PC Co-Chair</i>	X											
8.	Caesar Moffett, Jr.	X											
9.	Ken Teel												
10.	Kenneth McCoy												
11.	Krystle Moore												
12.	Joanne Montgomery	X											
13.	Clara Ramos												
14.	Christine Romanik												
15.	Gabrielle Rosa												
16.	<b>Robert Sideleau Co-Chair</b>	X											
17.	Roberta Stewart	X											
18.	Dennis Torres												
	Ryan White Office	X											
	Planning Council Staff	X											
	% of Council present:	44%											

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**(1.0) Moment of Silence**

Adaline DeMarrais called the meeting to order at 12:05 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. Adaline reviewed today's agenda with the committee.

**(4.0) Approval of December 2<sup>nd</sup>, 2010 Meeting Summary**

A motion to approve the minutes of the December 2<sup>nd</sup> Membership/Finance Committee was made by Roberta Stewart and seconded by Leif Mitchell.

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

**Against:**

**Abstain:** DeMarrais, Montgomery, Sideleau

**(5.0) New Business/Old Business**

**a. Review Membership/Finance PCAT (Current and 2011)**

The Committee reviewed the current year PCAT and determined the committee is on track based on the work activities outlined. Additionally, the Committee discussed the FY 2011 PCAT with the following modifications:

- a. The committee will continue the regional community info sessions/recruitment initiatives
- b. The committee will also start reviewing Council member attendance reports prepared by Council Staff
- c. Increase focus on getting Latino non-conflicted (non conflicted means the individual does not work for or sit on the Board of a Ryan White Part A funded agency) consumers to become involved with the Planning Council per the Eligible Metropolitan Area (EMA)'s Epidemiological profile

The Committee discussed the importance of Community Forums and how important it was to continue the momentum built in the current year. To date, the Community Forums have generated 5 membership applications. The Community Forums serve as a mechanism for the Council to have a presence in each of the EMA's 5 regions. It was noted that feedback from each Community Forum should be shared in the next Community Forum. It was also noted that two regions have two cities (Stamford/Norwalk + Waterbury/Meriden) and the Council might consider hosting the next Community Forum for those regions in the city that did not host the Community Forum last time. For Region 2 (Waterbury), the Community Forum would take place in Meriden and Region 4 (Stamford/Norwalk), the Community Forum would take place in Norwalk.

**b. Review Planning Council Reflectiveness**

The Committee reviewed the Planning Council Reflectiveness and noted: The Council is seeking 1) Men, 2) Latino/Latina 3) Non Conflicted Consumers and 4) A Medicaid Rep



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NHFF Profile*										
Gender	Target	PC		Non-Conflicted HIV Status	Target	PC				
Men	65%	53%		Current	> 33%	29%				
Women	35%	47%								
Members by Region	Target**	PC		Race / Ethnicity	Target	PC		HIV Status	Target	PC
Bridgeport	25%	29%		Afr. Am.	37%	35%		Positive	33%	53%
Danbury	5%	12%		Other	1%	0%		Negative	NA	47%
New Haven	34%	29%		Hispanic	29%	12%				
Out of EMA	0%	5%		White	33%	53%				
Stam./Norw.	17%	20%		*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%								

**c. Membership Recruitment and Retention Plans**

**i. De-Brief Community Info Session #3 (Bridgeport)**

The committee reviewed the Bridgeport Community Forum Feedback sheets (overall was well received by Consumers). Committee members, however, expressed their concern with the logistics of the meeting and that it wasn't suitable for consumers. Committee should revise the Community Forum feedback sheet to make it more tailored to the Forums. It was noted that Bob did a great job facilitating the Community Forum.

The Committee also reviewed the "Dot Exercise" results (consumers ranking services that they felt most important to keep them healthy).

What services help you to stay healthy?	Bridgeport Session #3 12-9-10	Bridgeport Rankings
<b>Core</b>		
Dental/Oral Health Care	7	6
Health Insurance Premium & Cost Sharing Assistance	12	5
Medical Case management (includes Treatment Adherence)	18	2
Mental Health Services	7	6
Outpatient Ambulatory Medical care	1	9
Outpatient Substance Abuse Services	7	6
<b>Support</b>		
Emergency Financial Assistance	16	4
Food Bank Home Delivered Meals	17	3
Housing Assistance & Related Services	29	1
Inpatient Substance Abuse Services	6	7
Medical Transportation Services	12	5
Outreach Services	5	8
	# of dots	rank



**ii. Discuss Community Info Session #4**

The committee discussed Community Forum #4 in New Haven. It is scheduled for Friday, February 18<sup>th</sup> from 10 a.m. to 11:30 a.m. at The Greek Olive. The Community Forum will be prior to the February Planning Council Meeting. Bob Sideleau will contact the Region 1 (New Haven) lead to confirm participation.

**d. Review of Membership Applications**

Motion to move into executive session to review Membership applications was made by Bob Sideleau and seconded by Joanne Montgomery.

**For:** Kuerze, Leach, Mitchell, Moffett, McCoy, Montgomery, Sideleau, Stewart

**Against:** None

**Abstain:** DeMarrais

Motion to move out of executive session was made by Bob Sideleau and seconded Joanne Montgomery

**For:** Kuerze, Leach, Mitchell, Moffett, McCoy, Montgomery, Sideleau, Stewart

**Against:** None

**Abstain:** DeMarrais

Motion to move Brian Datcher's membership application forward to the Planning Council for consideration was made by Joanne Montgomery and seconded by Bob Sideleau.

**For:** DeMarrais, Kuerze, Leach, Mitchell, Moffett, McCoy, Montgomery, Sideleau, Stewart

**Against:** None

**Abstain:** None

**e. Planning Council Introductions—referred to M/F from SPA**

The committee discussed the procedure for introductions at the Council meeting. This action item was referred to M/F from SPA. The committee discussed the best manner to conduct introductions so that consumers did not feel embarrassed, pressured or not important because they didn't have several "titles" or "positions" after their name. The committee decided that future Planning Council introductions will include: 1) Council Member's name 2) Town they are from and 3) Role on the Planning Council (ie: Council Member of, Council Co-Chair). Further, each Council member will state their conflicts as listed on the Planning Council sign in sheet. Staff will monitor conflict of interest when voting occurs.

**(6.0) Grantee Report:**

Tom Butcher from the Ryan White Office gave the following report:

- The Eligible Metropolitan Area's (EMA) Minority AIDS Initiative carryover request has been approved. The carryover funds will be allocated, per the Planning Council's direction, to inpatient substance abuse services (non-core service category).
- Budget revisions have been reviewed and are complete as of 11/30/10.

Additionally, Tom provided the committee with the Quarter 3 expenditure report. He highlighted the following items:

1. The EMA is at a 72% expenditure rate overall
2. Emergency Financial Assistance continues to be a trouble spot with 57% expenditure year to date. The Council should consider reducing EFA allocation in the next Resource Allocation process

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3. Region 1 (New Haven) expenditures year to date are 72%; Region 2 (Waterbury/Meriden) expenditures year to date are 68%; Region 3 (Bridgeport) expenditures year to date are 72%; Region 4 (Stamford/Norwalk) expenditures year to date are 75%; Region 5 (Danbury) expenditures year to date are 69%;

**(7.0) Announcements**

None

**(8.0) Adjournment**

The meeting adjourned at 1:56 p.m.