

**Ryan White EMA Planning Council**  
New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee Meeting Minutes**

**Meeting Date:** Thursday, April 7<sup>th</sup>, 2011  
**Start Time:** 12:08 PM  
**End Time:** 1:30 PM  
**Location:** Burroughs Community Center  
**Presiding Chair:** Adaline DeMarrais  
**Recorder:** Jeff Daniel

**Summary of Committee Business Votes**

- Approval of 3/3 Minutes

**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"
- Letter notification to applicants about inactive status of application

**Attendance Record – 2011**

	<b>Council Member</b>	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.	Ric Browne												
2.	Charlotte Burch		X	X									
3.	Brian Datcher		X	X									
4.	<b>Adaline DeMarrais Co-Chair</b>	X	X	X	X								
5.	Heidi Jenkins												
6.	Tom Kidder			X	X								
7.	Brian Kuerze	X	X	X	X								
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X								
9.	Ronald Lee				X								
10.	Jennifer Loschiavo												
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	X	X								
12.	Caesar Moffett, Jr.	X	X	X	X								
13.	Ken Teel												
14.	Kenneth McCoy			X	X								
15.	Krystle Moore												
16.	Joanne Montgomery	X											
17.	Clara Ramos												
18.	Christine Romanik												
19.	Gabrielle Rosa												
20.	<b>Robert Sideleau Co-Chair</b>	X	X	X	X								
21.	Roberta Stewart	X		X	X								
22.	Dennis Torres												
	Ryan White Office	X	X	X	X								
	Planning Council Staff	X	X	X	X								
	% of Council present:	44%	44%	52%	48%								



*Adaline DeMarrais & Robert Sideleau, Co-Chairs*

---

**(1.0) Moment of Silence**

Adaline DeMarrais called the meeting to order at 12:08 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 February 3<sup>rd</sup>, 2011 Meeting Summary**

A motion to approve the minutes of the February 3<sup>rd</sup> Membership/Finance Committee was made by Bob Sideleau and seconded by Beverly Leach.

**For:** Burch, Kidder, Kuerze, Leach, Mitchell, Moffett, McCoy, Sideleau, Stewart

**Against:**

**Abstain:** DeMarrais, Lee

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

**a. Review Membership/Finance PCAT**

The Committee reviewed the PCAT and determined it was on target with all assigned activities.

**b. Review Planning Council Feedback-Reviewed feedback in detail**

The committee reviewed the Planning Council feedback form. The feedback was good with a note by a respondent commenting about numerous side conversations by Council members. The comment was forwarded to Executive so the PC Co-Chairs could mention it next week's PC meeting.

**c. Review Planning Council Reflectiveness**

The Committee reviewed the Planning Council Reflectiveness and noted that the Council continues to seek men, Latino/Latina, non-conflicted consumers and a Medicaid rep. It was also noted that several potential members were pending and the committee asked staff to draft a letter stating their applications were inactive after three months. PC's target for non-conflicted consumers has improved to 36% (target is 33%).

**d. Review Planning Council Attendance**

Planning Council attendance was reviewed. Shaded box on the spreadsheet means that the individual was not an official member of the council at that time. Maximum allowable of 4 absences per calendar year/4 absences for Executive. Reviewed committee attendance/participation as well as Planning Council attendance.

**e. Membership Recruitment and Retention Plans**

**i. Discuss Community Info Session #5 (Danbury)**

The committee discussed next week's Community Info Session in Danbury. The session will be held at AIDS Project of Greater Danbury, 30 West Street (203) 778-2437. The committee discussed the Info Session format as well as the agenda for the event. Bob agreed to lead the info session.



**f. Review of Membership Applications**

None

**g. Develop Recruitment plan to maintain EMA's epidemic reflectiveness**

Recruitment efforts for Hispanic participation in Region 5. Contact agency serving this population to identify a potential member. Bob will contact Willy (Hispanos Unidos) around this issue. Adaline will contact Hispanic PLWHA organizations in Bridgeport.

**(6.0) Grantee Report:**

Tom Butcher reported: 1) The EMA has not received final Notice of Grant Award yet. 2) HRSA has released new Monitoring Standards totaling 78 pages 3) on final expenditures for the EMA totaling 99.65% of available funds. When Admin funds are included, the total expenditure rate is 98.8%. The grantee will be applying for carryover funds and would like the Mem/Fi committee to discuss a carryover request at its May meeting. Committee members were very supportive of the grantee in its incredible expenditure rate.

**(7.0) Announcements**

None

**(8.0) Adjournment**

The meeting adjourned at 1:30 p.m.