

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



*Adaline DeMarrais & Robert Sideleau, Co-Chairs*

**Membership/ Finance Committee Meeting Minutes**

**Meeting Date:** Thursday, May 5<sup>th</sup>, 2011  
**Start Time:** 12:07 p.m.  
**End Time:** 1:30 p.m.  
**Location:** The Greek Olive  
**Presiding Chair:** Bob Sideleau  
**Recorder:** Jeff Daniel

**Summary of Committee Business Votes**

- Approval of 4/7 Minutes
- Carry Over Requests

**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"

**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		X							
4.	<b>Adaline DeMarrais Co-Chair</b>	X	X	X	X	X							
5.	Heidi Jenkins												
6.	Tom Kidder			X	X	X							
7.	Brian Kuerze	X	X	X	X	X							
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X								
9.	Ronald Lee				X	X							
10.	Jennifer Loschiavo												
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	X	X								
12.	Caesar Moffett, Jr.	X	X	X	X	X							
13.	Ken Teel												
14.	Kenneth McCoy			X	X	X							
15.	Krystle Moore												
16.	Joanne Montgomery	X											
17.	Clara Ramos												
18.	Christine Romanik												
19.	Gabrielle Rosa												
20.	Robert Sideleau	X	X	X	X	X							
21.	Roberta Stewart	X		X	X	X							
22.	Dennis Torres												
	Ryan White Office	X	X	X	X	X							
	Planning Council Staff	X	X	X	X	X							
	% of Council present:	44%	44%	52%	48%	41%							



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**(1.0) Moment of Silence**

Bob Sideleau called the meeting to order at 12:07. 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**

Bob has resigned as Co-Chair of Mem/Fi due to work conflicts. The committee will need to discuss a new Co-Chair at June's meeting. Recommendations are forwarded to Executive for review and discussion. The Council Co-Chairs make the final appointment.

**(4.0) Approval of April 7<sup>th</sup>, 2011 Meeting Summary**

A motion to approve the minutes was made by Tom Kidder and seconded by Brian Kuerze

**For:** Kidder, Kuerze, Lee, Moffett, McCoy, Sideleau, Stewart

**Against:** None

**Abstain:** Datcher

**(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. April Feedback was good. Staff talked to the Greek Olive about logistics/issues.

**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. PC's target for non-conflicted consumers is 32% (target is 33. Recommend Council Co-Chairs get involved with securing a Medicaid representative. Co-Chairs will discuss this during the May HRSA project officer conference call.

**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. Members can miss a maximum of 4 absences per calendar year/4 absences for Executive. The committee also reviewed committee attendance as well as Planning Council attendance.

**e. Membership Recruitment and Retention Plans**

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

There were 14 consumers who participated in the Danbury forum

The Community Forum feedback was very good.

Dot exercise from all regions will be used in SPA's 2012 Priority Setting and Resource Allocation process

Bob and Tom K held a Consumer involvement forum and offered to use their session in New Haven as a replacement for Community Info Session #4, which



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was poorly attended. M/F recommended that SPA use Bob and Tom K's consumer data in place of CF #4 (which had 9 consumers). M/F recommended SPA accept the higher consumer participation forum

**f. Review of Membership Applications**

No applications to review at this time. One application was received but several pages were missing. Staff will work with the Ryan White Office to contact the agency that submitted the application to get the necessary information.

**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 has contacted Willy (Hispanos Unidos) around this issue. Adaline will contact Hispanic PLWHA organizations in Bridgeport.

**h. FY 2010 Carry Over Request Discussion**

The committee received carry over amounts from the Ryan White Office. The amounts are as follows: Part A Formula- \$57,351.70; Minority AIDS Initiative-\$58,933.79. The Committee discussed numerous options for the Carry Over dollars, especially Part A. Minority AIDS Initiative funding is 100% allocated to Early Intervention Services so the FY 2010 carry over amount has to be allocated to EIS. Based on the relatively small amount of carry over requests, the committee decided to evenly distribute the carry over funds among all regions as opposed to utilizing the EMA's regional allocations. Roberta Stewart, Brian Kuerze and Adaline DeMarrais clearly stated their conflicts during the discussion. As a result of the committee's deliberations, the following motions were moved:

- i. Motion #1: Adaline DeMarrais moves that the FY 2010 Minority AIDS Initiative carryover, in the amount of \$58,933.78 be allocated to Early Intervention Services and divided equally among the Eligible Metropolitan Area's (EMA) five regions. Seconded by Tom Kidder.

**For:** DeMarrais, Kidder, Lee, Moffett, McCoy, Sideleau

**Against:** None

**Abstain:** Kuerze, Sideleau, Stewart

- ii. Motion #2: Brian Kuerze moves that the FY 2010 Part A Formula carryover, in the amount of \$57,351.70, be allocated to Ambulatory Outpatient Medical Care, specifically Laboratory Services, and divided equally among the Eligible Metropolitan Area's (EMA) five regions. Seconded by Tom Kidder.

**For:** DeMarrais, Kidder, Lee, Moffett, McCoy

**Against:** None

**Abstain:** Kuerze, Sideleau, Stewart

**(6.0) Grantee Report:**

Tom Butcher reported:

- There is no word on the final Notice of Grant award from HRSA
- The Ryan White Office will need the carryover request by 5/22 so we can submit it with the FFR
- Gail Glenn indicated that Regions 2 and 4 are out for signature, Regions 1&3 are in Corp Counsel and Region 5 is in accounts payable

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**(7.0) Announcements**

None

**(8.0) Adjournment**

The meeting adjourned at 1:30 p.m.