



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, November 3rd, 2011
Start Time: 12:21
End Time: 1:45
Location: The Greek Olive
Presiding Chair: Adaline DeMarrais
Recorder: Jeff Daniel

Summary of Committee Votes

- Approval of October Meeting minutes

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council By-Laws
- Recruit/Promote Planning Council to increase PLWHA participation-especially for upcoming Planning Council Open Houses in New Haven (December) and Bridgeport (January)

Staff Member Assignments

- Facilitate Council Membership Process
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness "Grid"
- Plan for December's Planning Council Open House (see section f. for detail)

(1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:21 pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS. Roberta Stewart mentioned Janis Spurlock who recently passed away yesterday (11/2).

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

None

(4.0) Approval of October 6th, 2011 Meeting Summary

A motion to approve the minutes was made by Roberta Stewart and seconded by Brian Datcher

For: Cousar, Datcher, Kuerze, Leach, Lyons, Stewart

Against: None

Abstain: DeMarrais

(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

The Committee reviewed the Planning Council feedback from October. The feedback was very good. Guest commented on that people need to be careful of what they say as it might be offensive to other participants. DISCUSSION by M/F: Have Council Co-Chairs bring this



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

up during PC Co-Chair announcements. Also have Council Co-Chairs announce that the PC meeting is the BUSINESS meeting of the Council. It's not an appropriate venue to discuss service related issues (housing for example)...those items need to be discussed at the regional care continuum meetings and during Council committee meetings. It is important that Consumers have the opportunity to bring items to the Council but it's also important for Consumers/guests to understand the limitations of the Council, especially during the monthly BUSINESS MEETING. We don't want consumers leaving the PC meeting dissatisfied but problem resolution occurs at the regional planning level--Roberta asked that "Public Comment" on the PC agenda be better defined by the Council Co-Chairs so that the Public understands it.

c. Review Planning Council Reflectiveness

The Committee reviewed the Planning Council reflectiveness. The Council is at 36% non-conflicted consumer with a goal of 33%. The reflectiveness has become much more compliant with African Americans and males. The Council is stills seeking Hispanics, Males and Non-Conflicted consumers (HIV+ individuals who do not work for or sit on the board of a Part A funded agency),as well as a Medicaid representative.

d. Review Planning Council Attendance

The Committee reviewed the Planning Council attendance. The Committee reviewed the Planning Council attendance. Several other Council members have three absences and they have been notified of the need to attend meetings.

e. Review of Membership Applications

None to review at this time.

f. Develop Recruitment plan to maintain EMA's epidemic reflectiveness

The Committee continued its October committee meeting discussion using the Planning Council meetings in December and January as recruiting events. Action items and owners:

- a. List local care continuum meeting date/time/location for distribution at PC meeting (to encourage consumer involvement at the local planning level)--staff
- b. Develop a Frequently Asked Question (FAQ) sheet about Council operations—staff
- c. Invite consumers via Local Medical Case Managers; create a flyer for distribution—staff; New Haven: Andrew Lyons and Bob Sideleau
- d. Bring applications (English and Spanish)—staff
- e. Incentives—staff
- f. Name tags—color coded with assigned PC leader to de-brief consumers after PC meeting (fill out feedback form and distribute incentive)--staff
- g. Testimonials—December: Andrew Lyons and Beverly Leach (both agreed at the meeting to give a 3-5 min testimonial on why they joined the PC)
- h. Develop a Committee description for Committee Co-Chairs to discuss prior to giving their committee reports—staff
- i. Color code guests' name tags and assign a Council member as the team leader for de-briefing and incentive distribution post PC meeting—staff
- j. Have PC brochure and applications available (both in English and in Spanish)--staff

- g. Assist with Planning Council fund re-allocation process/reallocation Strategy with SPA—this item was added to the M/F PCAT when the first Notice of Grant Award was issued indicating a significant increase in funding for the Eligible Metropolitan Area. Due**

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

to an error in award calculation, the EMA actually received a decrease in funding, thus this action item became irrelevant.

(6.0) Grantee Report:

Mark Aceto gave an expenditure report. The committee was concerned about the low Early Intervention Services expenditure rate in Region 2 (Waterbury) and asked for further clarification.

(7.0) Announcements

World AIDS Day is December 1st and there are several activities occurring throughout the EMA. Contact Regional Leads for activities in each region.

(8.0) Adjournment

The meeting adjourned at 1:45 p.m.

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.	Ric Browne												
2.	Charlotte Burch		X	X									
3.	Kenneth Cousar								X	X	X	X	
4.	Brian Datcher		X	X		X	X	X	X	X		X	
5.	Adaline DeMarrais Co-Chair	X	X	X	X	X		X			X	X	
6.	Heidi Jenkins												
7.	Tom Kidder			X	X	X					X		
8.	Brian Kuerze	X	X	X	X	X	X	X			X	X	
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X		X		X	X	X	X	
10.	Ronald Lee				X	X		X	X	X	X		
11.	Andrew Lyons									X	X	X	
12.	<i>Leif Mitchell PC Co-Chair</i>	X	X	X	X		X	X	X	X			
13.	Caesar Moffett, Jr. Co-Chair	X	X	X	X	X	X	X	X	X	X		
14.	Ken Teel												
15.	Joanne Montgomery	X											
16.	Clara Ramos												
17.	Cedric Reid												
18.	Christine Romanik									X			
19.	Gabrielle Rosa												
20.	Robert Sideleau	X	X	X	X	X							
21.	Roberta Stewart	X		X	X	X	X	X	X	X	X	X	
22.	Dennis Torres						X						
	Ryan White Office	X	X	X	X	X		X	X	X		X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X	X	
	% of Council present:	44%	44%	52%	48%	41%	36%	36%	35%	43%	41%	32%	