

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

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## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday, April 5, 2012  
**Start Time:** 12:05  
**End Time:** 1:01  
**Location:** Burroughs Community Center  
**Presiding Chair:** Adaline DeMarrais  
**Recorder:** Kyle Linnemeyer

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### Summary of Committee Votes

- Approval of March meeting minutes
- Move two applications forward to the Planning Council

### 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"

#### (1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:05 pm. 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

None

#### (4.0) Approval of March 1, 2012 Meeting Minutes

A motion to approve the minutes was made by Roberta Stewart and seconded by Beverly Leach.

**For:** Datcher, Leach, Stewart,

**Against:** None

**Abstain:** DeMarrais, Browne, Lyons

**Not Present:** Kidder, Mitchell, 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. Provide membership training is being moved to the Executive Committee. Review Planning Council attendance will be added to the PCAT for the Membership/Finance committee.

##### b. Assist with Membership Recruitment Campaign

The Committee decided that having an Open House in Waterbury in November and trying to attract the Hispanic population would be best to maintain reflectiveness and would work well as November is

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a light month in the Scope of Work.

## c. Manage Membership Application Process

Roberta Stewart made a motion to go into Executive Session for the purpose of reviewing Membership Applications. Ric Browne seconded the motion.

**For:** Lyons, Datcher, Leach, Browne, Lee, Stewart

**Against:** None

**Abstain:** DeMarrais, Mitchell

**Not Present:** Kidder

Roberta Stewart made a motion to come out of Executive Session. Leif Mitchell seconded the motion.

**For:** Lyons, Datcher, Leach, Browne, Lee, Stewart, Mitchell

**Against:** None

**Abstain:** DeMarrais

**Not Present:** Kidder

Roberta Stewart made a motion to move one application forward to the Planning Council as this individual has met the application criteria. Leif Mitchell seconded the motion.

**For:** Lyons, Datcher, Leach, Browne, Lee, Stewart, Mitchell

**Against:** None

**Abstain:** DeMarrais

**Not Present:** Kidder

Roberta Stewart made a motion to move another application forward to the Planning Council as this individual has met the application criteria. Beverly Leach seconded the motion.

**For:** Lyons, Datcher, Leach, Browne, Lee, Stewart, Mitchell

**Against:** None

**Abstain:** DeMarrais

**Not Present:** Kidder

Leif Mitchell will contact two new applicants to invite them to attend one Committee meeting and one Planning Council meeting.

## d. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the March 1, 2012 Planning Council meeting. There were comments about people's cell phones ringing during the meeting. The Committee decided that at the beginning of each meeting the presiding chair will ask everyone to turn off or silence their cell phones.

## e. Analyze PC Membership for Federal Reflectiveness Mandate

The Committee reviewed the reflectiveness of the Planning Council. The Council is underrepresented in the Hispanic population but that should change based off of new applications coming in. The African American population is close to the mandate. The most remarkable statistic is the HIV positive status of the Council is at 60% while the Federal mandate only requires 33%. Leif Mitchell commented that the New Haven HAB project manager, Britney Bovenizer, commented that DSS is under new leadership and that the Council should contact DSS again as the Council is still missing a Medicaid representative.

## f. Provide Membership Training

# Ryan White EMA Planning Council

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The Committee decided to do a training on the Cycle of Funds and Allocation of Funds. This training will be done by the grantee's office by Tom Butcher. The Executive Committee will be providing this training for future Planning Council meetings.

## **g. Review PC Member Attendance**

The Committee reviewed this year's attendance for the Planning Council and Committee meetings. Anyone who has missed three Planning Council meetings was notified or there was an attempt to notify that person. Anyone who missed three committee meetings was also notified or an attempt was made to notify the person.

### **(6.0) Grantee Report:**

Tom Butcher and Gail Glenn gave the following report

- Tom informed us that 2011 year expenditures were 99.85% of the total funds.
- Tom went over what was spent for each service category compared to what was projected to be spent in each category at the beginning of the fiscal year.
- Gail mentioned that last Friday (March 30<sup>th</sup>) was the deadline for each region to get in all their paperwork for the contracts.
- Gail mentioned that the Ryan White Office is currently working on each region's and provider's budgets, making sure the Scope of Work is correct, and inputting the correct data.
- Gail mentioned that Bridgeport will be the first region to be contracted, followed by the Danbury region.
- Tom Butcher mentioned that there will be an EIS (Early Intervention Services) Summit on April 19<sup>th</sup> from 11:30 a.m. to 2:30 p.m. at The Greek Olive in New Haven, Connecticut. He wants each region to come up with a PowerPoint of what directions their EIS is going and what are the current challenges they are facing.

### **(7.0) Announcements**

- Leif Mitchell announced that CIRA (Center for Interdisciplinary Research on AIDS) is holding two conferences. The first one is 'eHealth and Behavioral Economics' from 8:30 a.m. to 4:00 p.m. on Friday, April 20. The second one is 'Implementation Science and HIV' from 8:30 a.m. to 1:00 p.m. on Monday, May 14. Both Conferences are at the Savin Rock Conference Center in West Haven, Connecticut.
- Tom Butcher mentioned that Tom Hickey will be presenting a two series workshop from the middle of April to the middle of May. The workshop will be about program income and other fiscal standards and discusses the grantees budget to the contractors. This workshop is open to providers.
- Adaline Demarrais commented that the DSS in Bridgeport is starting to catch up on their paperwork but she still advises people to get their paperwork in as soon as possible.

### **(8.0) Adjournment**

The meeting adjourned at 1:01 p.m.

**Ryan White EMA Planning Council**  
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**Attendance Record – 2012**

	<b>Council Member</b>	1/5	2/2	3/1	4/5	5/3	7/12	8/2	9/6	10/4	11/1	12/6
1.	Ric Browne				X							
2.	Kenneth Cousar			X								
3.	Michael Contreras											
4.	Brian Datcher	X	X	X	X							
5.	<b>Adaline DeMarrais Co-Chair</b>	X	X	X	X							
6.	Heidi Jenkins											
7.	Tom Kidder	X	X		X							
8.	Brian Kuerze		X	X								
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X							
10.	Andrew Lyons	X			X							
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X		X							
12.	<b>Caesar Moffett, Jr. Co-Chair</b>	X		X								
13.	Ken Teel											
14.	Joanne Montgomery											
15.	Cedric Reid	X										
16.	Christine Romanik											
17.	Ronald Lee	-	-	-	X							
18.	Robert Sideleau											
19.	Roberta Stewart		X	X	X							
20.	Dennis Torres	X										

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Ryan White Office	X	X	X	X								
Planning Council Staff	X	X	X	X								
% of Council present:	45%	35%	35%	45%								

Guests- Alex Ortiz, Kristy Gray