

**Membership/ Finance Committee  
 Meeting Summary**

**Meeting Date:** Thursday, February 4<sup>th</sup>, 2010  
**Start Time:** 12:20 p.m.  
**End Time:** 1:42 p.m.  
**Location:** The Greek Olive, New Haven, CT  
**Presiding Chair:** Robert Sideleau  
**Recorder:** Jeananne Cappetta

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**Summary of Committee Business Votes**

- Approval of Minutes from the January 7<sup>th</sup>, 2010 Membership/Finance Committee meeting

**Council Member Assignments**

- Recruitment Strategies as discussed
- Contact Applicants regarding PC membership process (Leif and Bob)

**Staff Member Assignments**

- Prepare Meeting Summary
- Draft Letter to DSS

**Attendance Record – 2010**

<b>Committee Members</b>	1/7	2/4	3/4	4/1	5/6	6/3	7/1	8/5	9/2	10/7	11/4	12/2
Brian Datcher	●	●										
Adaline DeMarrais* (Co-Chair)	●	●										
Tom Kidder (Council Co-Chair)	●	●										
Beverly Leach		●										
Leif Mitchell (Council Co-Chair)	●	●										
Robert Sideleau* (Co-Chair)	●	●										
Roberta Stewart	●	●										
<b>Other Attendees</b>												
Ryan White Office	●	●										
Planning Council Staff	●	●										
Other Participants	Jennifer Loschiavo (PC), Charlotte Burch (PC)											

**(1.0) Moment of Silence**

Robert Sideleau called the meeting to order at 12:20 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Bob asked participants to introduce themselves and reminded attendees that the meeting public and open to the press. Participants are asked to use good judgment in disclosing any personal information during introductions.

**(3.0) Co-Chair Announcements**

None

**(4.0) Approval of January 7<sup>th</sup>, 2010 Meeting Summary**

Roberta Stewart moved that the minutes of the January 7<sup>th</sup>, Membership/Finance Committee meeting be approved. Tom Kidder seconded the motion.

## **Ryan White EMA Planning Council**

*New Haven and Fairfield Counties*

*Adaline DeMarrais & Robert Sideleau, Co-Chairs*

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**For:** Datcher, DeMarrais, Stewart, Mitchell, Kidder

**Against:**

**Abstain:** Burch, Leach, Sideleau

### **(5.0) New Business**

#### **a. PCAT Review**

The Committee reviewed the PCAT and was on target based on the monthly activities as outlined.

#### **b. Review Planning Council Reffectivness**

Review of Planning Council composition as of February 4, 2010 showed that the membership is non-reflective for the HIV positive/non-conflicted category and the Latino and African American categories. The categories for Woman and for White, however, exceed of the percentages that are established.

The slot held by the CADP representative is now vacant causing discussion regarding the proper representative to fill this slot. The Committee decided that the slots original intention was for a representative from the Medicaid Office because the intention is for someone to understand the impacts of Medicaid reimbursement and the Ryan White system.

A draft letter will be developed for Planning Council to send to the Medicaid Office requesting an appointed member.

The Committee indicated that a CADAP representative may still apply for a slot on the Planning Council by completing an application and following the membership process.

#### **c. Membership recruitment and retention**

The committee discussed at length how efforts could be made to increase membership recruitment. Recruitment emphasis will also need to focus on increasing the HIV positive/non-conflicting category as well as the African American and Latino categories where the Council in currently non reflective.

During this discussion transportation was identified as a major barrier for potential members to attend the two meetings required before becoming official members of the Planning Council, at which time transportation can then be paid for by Ryan White.

Options discussed for increasing recruitment of members that will be further be explored are:

- Contacting CARC regarding the Life Skills program.
- Contact Hill regarding the community action vans for New Haven clients.
- Contacting other Ryan White Planning Councils such as Phoenix EMA and the Nassau-Suffolk EMA for ideas on how they handle the transportation barrier. Adaline DeMarrais volunteered to assist in contacting other Planning Councils.
- Contact HRSA project officer for Technical Assistance in consumer development.
- Expanding outside of current community such as to the Council of Churches in Bridgeport. Adaline DeMarrais and Brian Datcher volunteered to look into this.
- Electing non elected officials onto the Planning Council such as community leaders to raise community awareness.

#### **d. Review of Membership Applications**

The Committee entered Executive Session to review Membership applications:  
Motion into Executive Session- Roberta Stewart, Adaline DeMarrais- second

## **Ryan White EMA Planning Council**

*New Haven and Fairfield Counties*

*Adaline DeMarrais & Robert Sideleau, Co-Chairs*

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**For:** Burch, Leach, DeMarrais, Kidder, Stewart, Mitchell, Datcher

**Against:** None

**Abstain:** Sideleau

Motion out of Executive Session-Roberta Stewart, Brian Datcher -second

**For:** Burch, Leach, DeMarrais, Kidder, Stewart, Mitchell, Datcher

**Against:** None

**Abstain:** Sideleau

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

Tom Butcher reported on the following items:

1. Update on third quarter expenditures. This update was not an official report but an example of some proposed items that need to be addressed for 2010.
2. Regions 1 and 2 have not spent down funding as well as the other Regions have. As a result the Ryan White Office would like the Committee to look at the opportunity in 2010 to move up the reallocation period from the fourth quarter to perhaps the third quarter. By identifying reallocation needs earlier in the grant year will allow dollars to be spent down more timely than waiting under closer to the end of the grant year. The main reasons that these regions may have had challenges in spending down the funds is because:
  - a. changes on the provider level in 2009 required new service delivery models;
  - b. Staggered award of funding by HRSA which held up hiring opportunities at provider sites delaying funds to be spent down;
  - c. Additional funding was received in the EMA than in previous years.

### **(7.0) Announcements**

Adaline DeMarrais announced that to identify clients unaware of their status, Evergreen is holding forums at the First Baptist Church. Forums include lectures and lunch.

Roberta Stewart announced on April 9, 2010 @ 7pm at the Western Connecticut State University, Capital Steps will perform. Costs are approximately \$40/ticket.

### **(8.0) Adjournment**

The meeting adjourned at 1:42 p.m.