



*Adaline DeMarrais & Robert Sideleau, Co-Chairs*

**Membership/ Finance Committee  
 Meeting Minutes**

**Meeting Date:** Thursday, June 3, 2010  
**Start Time:** 12:09 p.m.  
**End Time:** 1:57 p.m.  
**Location:** Burroughs Community Center, Bridgeport  
**Presiding Chair:** Adaline DeMarrais  
**Recorder:** Jeananne Cappetta

**Summary of Committee Business Votes**

- Approval of Minutes from the May 6, 2010 Membership/Finance Committee meeting

**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
- Prepare Administrative Mechanism Tool for Committee review

**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
Adaline DeMarrais* (Co-Chair)	•	•	•		•	•						
Beverly Leach		•	•	•	•	•						
Brian Datcher	•	•	•		•	•						
Charlotte Burch		•		•	•	•						
Christine Romanik				•		•						
Clara Ramos												
Dennis Torres						•						
Jennifer Loschiavo	•	•										
Joanne Montgomery				•								
Krystle Moore												
Leif Mitchell (Council Co-Chair)	•	•	•	•	•	•						
Ric Browne												
Richard Coover												
Robert Sideleau* (Co-Chair)	•	•	•	•	•	•						
Roberta Stewart	•	•	•		•	•						
Tom Kidder (Council Co-Chair)	•	•	•	•	•							
<b>Other Attendees</b>												
Ryan White Office	•	•	•	•	•	•						
Planning Council Staff	•	•	•	•	•	•						
Other Participants	Ronald Lee, Caesar Moffitt, Linda Wilson											

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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**(1.0) Moment of Silence**

Adaline DeMarrais called the meeting to order at 12:09 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**

Adaline reviewed the agenda for the meeting with all present attendees.

**(4.0) Approval of May 6th, 2010 Meeting Summary**

Robert Sideleau moved that the minutes of the May 6th Membership/Finance Committee meeting summary be approved. Roberta Stewart seconded the motion.

**For:** Leach, Burch, Sideleau, Stewart

**Against:** Datcher

**Abstain:** Romanik, DeMarrais

Discussion: Correction page 1 under staff assignments: Stanford should read Stamford.

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

**a. Review Membership/Finance PCAT**

- o The PCAT was reviewed to ensure the committee was on target for the month. Beginning with the June meeting, the committee will review samples of Administrative Mechanisms from other jurisdictions and will develop its own tool between the June and July committee meetings.

**b. Review Planning Council Reflectivness**

- o Jeff Daniel, Planning Council Staff, presented that the current reflectiveness of the Council has not changed from last month. There is still a need for an increase in men, Hispanic members and HIV+ non conflicted members. However, with some applications currently in process, the African American and non conflicting categories case increase closer to the Council's targets.
- o As of May 31, 2010:

Non-Conflicted HIV Status			Race / Ethnicity	Target	Current PC	HIV Status	Target	Current PC
Current	> 33%	19%	Afr. Am.	37%	25%	Positive	33%	38%
			Other	1%	0%	Negative	NA	62%
			Hispanic	29%	6%			
			White	33%	69%			

**c. Membership Recruitment and Retention Plans**

**I. Discuss Agenda/Format for Community Info Session #1**

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The committee discussed in great detail what the main intent of the community forums are and what the committee is looking to get out of such venues. The committee continued to explore how the agenda will reflect the goals of the forums. Primarily the discussion examined the purpose of these forums for membership recruitment but considered what other way data regarding services can be gathered and used for the EMA and gathered in a way that would not change the tone of the purpose of recruitment. The committee decided to create an agenda to meet the goals listed below and to forward the data related questions to the SPA committee for further discussions.

Agenda will include the following goals:

- Welcome
- Review of PC brochure and process of becoming a member; including a Planning Council 101 style review, how being involved can help you in every day life, and will ask attendees on their thoughts of barriers to becoming a member.
- HIV/AIDS services available in the Region
- Identification of services- either what is used or needed to be determined by SPA.
- Evaluation form/feedback on the forum.

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

Three membership applications of applicants that have fulfilled the preliminary requirements to join the Planning Council were brought to the committee for motions to be forwarded to the Planning Council for approval. Prior to voting the committee selected to move into executive session, results are as follows:

Motion to move into executive session was made by Robert Sideleau and seconded by Roberta Stewart.

**For:** Sideleau, Stewart, Leach, Datcher, Burch, Romanik, Torres, Mitchell

**Against:** None

**Abstain:** DeMarrais

Motion to move out of executive session was made by Roberta Stewart and seconded by Robert Sideleau.

**For:** Sideleau, Stewart, Leach, Datcher, Burch, Romanik, Torres, Mitchell, DeMarrais

**Against:** None

**Abstain:** None

Motions to move forward with the following membership applications to the Planning Council are as follows:

Motion to move forward the application of Caesar Moffitt was made by Roberta Stewart and seconded by Robert Sideleau.

**For:** Sideleau, Stewart, Leach, Datcher, Burch, Romanik, Torres, Mitchell, DeMarrais

**Against:** None

**Abstain:** None

Motion to move forward the application of Leif Mitchell was made by Robert Sideleau and seconded by Beverly Leach.

**For:** Sideleau, Stewart, Leach, Datcher, Burch, Romanik, Torres, Mitchell, DeMarrais

**Against:** None

**Abstain:** None

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Motion to move forward the application of Ron Lee was made by Robert Sideleau and seconded by Beverly Leach

**For:** Sideleau, Stewart, Leach, Datcher, Burch, Romanik, Torres, Mitchell, DeMarrais

**Against:** None

**Abstain:** None

## **e. Planning Council Co-Chair Election Process**

Two co-chair applications were received by eligible Council members. The committee reviewed the applications and decided to move forward with the applications.

Motion to move forward the co-chair applications of Leif Mitchell and Charlotte Burch to the Planning Council was made by Robert Sideleau and seconded by Beverly Leach

**For:** Sideleau, Stewart, Leach, Datcher, Burch, Romanik, Torres, Mitchell, DeMarrais

**Against:** None

**Abstain:** None

Once the Planning Council approves the application with the most votes, the application will be forwarded to the Mayor's office for consideration and appointment for a three year term to begin July 1, 2010.

## **f. Assessment of the Administrative Agent Process Overview/Discussion**

The committee reviewed two samples of Administrative Mechanisms: one from the Phoenix EMA the other from the Nassau-Suffolk EMA. The purpose of the review is to assist the EMA in developing its own tool to encompass what the EMA needs to collect in terms of evaluating itself for the grant application as directed by HRSA. In previous years the EMA did not have an official tool and would like to have a mechanism to be used moving forward.

Jeff Daniel will compile questions used in the past by the committee along with the guidelines that HRSA has developed and the committee will look at these at the next meeting so that they can discuss further what they would like to have in their Administrative Mechanisms to be used this summer.

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

Tom Butcher reported that contracting process is fully underway and the Ryan White Office has reviewed all budgets and scopes of work. Requests for any changes have been submitted to the contractors for revisions. As a result there is no financial report at this time available.

## **(7.0) Announcements**

Burroughs Community Center is asking for you to vote for them on a \$1.3 million contest Pepsi is holding so that they can build a new youth center.

## **(8.0) Adjournment**

The meeting adjourned at 1:57 p.m.