



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee
 Meeting Minutes**

Meeting Date: Thursday, July 1, 2010
Start Time: 12:10 p.m.
End Time: 1:48 p.m.
Location: The Greek Olive Restaurant, New Haven
Presiding Chair: Robert Sideleau
Recorder: Jeananne Cappetta

Summary of Committee Business Votes

- Approval of Minutes from the June 3, 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
- Begin the revision of the membership application for future discussion.
- E-mail revised Administrative Mechanisms tool

Attendance Record – 2010

Committee Members	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	•	•	•		•	•	•					
Caesar Moffett, Jr							•					
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	•	•	•		•	•	•					
Ronald Lee												
Tom Kidder (Council Co-Chair)	•	•	•	•	•		•					
Other Attendees												
Ryan White Office	•	•	•	•	•	•	•					
Planning Council Staff	•	•	•	•	•	•	•					
Other Participants	Bruce _____											

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(1.0) Moment of Silence

Robert Sideleau called the meeting to order at 12:10 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

There were no co-chair announcements today. Robert reviewed today's agenda for the meeting with all present attendees.

(4.0) Approval of June 3, 2010 Meeting Summary

Roberta Stewart moved that the minutes of the June 3rd Membership/Finance Committee meeting summary be approved. Tom Kidder seconded the motion.

For: DeMarrais, Leach, Burch, Stewart, Mitchell

Against: Datcher

Abstain: Kidder, Sideleau

(5.0) New Business/Old Business

a. Review Membership/Finance PCAT

- The PCAT was reviewed to ensure the committee was on target for the month. The committee discussed items that the committee is working on such as the Administrative Mechanisms and the development of a tool to be used this year.

b. Review Planning Council Reflectivness

- Jeff Daniel, Planning Council Staff, presented that the current reflectiveness of the Council. Membership has recently increased which has assisted the composition of the Planning Council to move closer to its targets. However, there is still a need for an increase in men, Hispanic members and HIV+ non conflicted members.

As of July 1, 2010:

Non-Conflicted HIV Status	Target	PC
Current	> 33%	28%

Gender	Target	PC
Men	65%	50%
Women	35%	50%

Race / Ethnicity	Target	PC	HIV Status	Target	PC
Afr. Am.	37%	33%	Positive	33%	44%
Other	1%	0%	Negative	NA	56%
Hispanic	29%	6%			
White	33%	61%			

Tom Kidder announced that there is a DSS representative that is housed at his agency. This person, Denise Jackson, is willing to join the Council in order to fulfill the DSS slot that is currently vacant. Due to time constraints, the requested DSS representative that had been identified in the past will not be able to commit to attending the Committee meetings as needed. Ms. Jackson is currently seeking approval from her DSS supervisors to join the Council.

c. Membership Recruitment and Retention Plans

- Community Forum #1 Follow Up

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The committee reviewed the feedback from the Community Forum that took place in June. A total of 34 people attended and 29 people provided feedback. The feedback was excellent! In addition, a membership application was received as a result of this forum.

The committee also reviewed and discussed the results summary of the “dot” exercise that took place during the forum. This information will also be shared with the SPA committee for future use in priority setting. All of the results of this forum will be shared with the Lead Agency of the Region for future trainings and discussions.

The next Community Forum will be held September 9 from 3- 4:30 in Waterbury.

d. Review of Membership Applications

There was one membership application that was received a result of the community forum held in Stamford.

Motion to move into executive session was made by Roberta Stewart and seconded by Leif Mitchell.

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

Against: None

Abstain: Sideleau

Motion to move out of executive session was made by Roberta Stewart and seconded by Leif Mitchell.

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

Against: None

Abstain: Sideleau

e. Assessment of the Administrative Agent Tool

The committee reviewed a draft tool assembled by Planning Council staff. The tool included HRSA requirements with some components from other EMA’s existing assessments. The committee discussed this tool and made recommendations for revisions and updates. Jeff Daniel will send out a revised tool.

(6.0) Grantee Report:

Tom Butcher reported that currently all contracts are out to the Lead Agencies for signatures and will then come back to go to the City for final review.

All of the conditions of awards that were due by June 30th have been submitted by the Ryan White office.

(7.0) Announcements

There were no announcements today.

(8.0) Adjournment

The meeting adjourned at 1:48 p.m.