

# Ryan White EMA Planning Council

New Haven & Fairfield Counties

Adaline DeMarrais & Robert Sideleau, Co-Chairs

## Membership /Finance Committee

### Meeting Summary

Meeting Date: Thursday, October 1<sup>st</sup>, 2009  
 Start Time: 12:02  
 End Time: 1:50 p.m.  
 Location: The Greek Olive, New Haven, CT  
 Presiding Chair: Adaline DeMarrais  
 Recorder: Jeff Daniel, Planning Council Staff

#### SUMMARY OF COMMITTEE BUSINESS VOTES

- Minutes from 9/3
- Membership Application

#### COUNCIL MEMBER ASSIGNMENTS

- Recruitment Strategies as discussed

#### STAFF MEMBER ASSIGNMENTS

- Prepare meeting summary
- Forward membership applications to the Mayor of City of New Haven
- Update PC membership “grid”
- Prepare PC Membership Flyers for community distribution

#### ATTENDANCE RECORD - 2009

Committee Members	1/8	2/8	3/5	4/2	5/7	6/4	7/9	8/6	9/3	10/1	11/5	12/3
1. ADALINE DEMARRAIS* (CO-CHAIR)				●	●	●	●	●	●	●		
2. JEROD GETER				●	●	●	●	●	●			
3. JEROME HARRIS		●	●		●	●	●	●	●	●		
4. AFRICKA HINDS-AYALA									●	●		
5. TOM KIDDER	●	●	●	●	●	●	●	●	●	●		
6. BEVERLY LEACH									●		●	
7. ROBERT SIDELEAU* (CO-CHAIR)										●		
8. ROBERTA STEWART	●	●	●	●	●	●	●	●	●	●		
<b>Other Attendees</b>												
RYAN WHITE OFFICE	●	●		●	●	●	●	●	●	●		
PC STAFF	●	●	●	●	●	●	●	●	●	●		
Other Participants	Charlotte Burch (PC), Leif Mitchell (PC), Jennifer Loschiavo (PC)											

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## (1.0) **MOMENT OF SILENCE**

Adaline DeMarrais called the meeting to order at 12:02 p.m. A moment of silence was held in recognition of all who have been affected by HIV/AIDS.

## (2.0) **WELCOME AND INTRODUCTIONS**

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

## (3.0) **CO-CHAIR ANNOUNCEMENTS**

Adaline discussed the committee's Co-Chair vacancy since Jerod has stepped down. The committee had a discussion about members stepping forward to fill the position. Jerome declined as did Africka and Beverly. Bob said he would be willing to step forward and be a candidate for co-chair if the Council Co-Chairs and Executive Committee approved.

## (4.0) **APPROVAL SEPTEMBER 3<sup>RD</sup>, 2009 MEETING SUMMARY**

**MOTION TO APPROVE MINUTES: 1<sup>ST</sup>: BOB SIDELEAU; 2<sup>ND</sup>: JEROME HARRIS**

**DISCUSSION: NONE**

**FOR: HARRIS, HINDS-AYALA, KIDDER, STEWART, MITCHELL, BURCH, SIDELEAU, LOSCHIAVO**

**AGAINST: NONE**

**ABSTENTIONS: DEMARRAIS, LEACH**

**NOT PRESENT: GETER**

## (5.0) **NEW /OLD BUSINESS**

### **A. REVIEW MEMBERSHIP/FINANCE PCAT**

- Staff presented the current Planning Council Reflectiveness grid and noted no changes and the continued need for Hispanic Consumers, non-conflicted (in Waterbury and Bridgeport)
- The committee reviewed the committee's PCAT. The committee is on track based on the work activities listed.

### **B. MEMBERSHIP RECRUITMENT AND RETENTION PLANS**

- Jerod and Beverly- Consortium outreach. Jerod said PC membership opportunities were being discussed by his supervisor at the Bridgeport Consortium
- Adaline and Africka—Africka passed out a document she created with ideas on the Council's Mentorship Program.

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- Leif, Tom K and Roberta-Community Forums—Leif they plan to develop a program over the next five months for all five regions, piggybacking on other community events (New Haven: Mayor’s Task Force on AIDS—10/14; Danbury: World AIDS Day 12/1; Bridgeport: AIDS Walk 10/3)
- The committee developed the following action items for future Council meetings:
  - Adaline and Bob would serve as greeters at Council meetings
  - Members of the public would have designated seating at Council meetings (at the table)
  - PC members would be given stars for attendance
  - Africka would develop a Frequently Asked Question (FAQ) and Acronym list

## C. REVIEW OF PLANNING COUNCIL MEMBERSHIP APPLICATIONS

**MOTION TO ENTER EXECUTIVE SESSION TO REVIEW MEMBERSHIP APPLICATIONS: 1<sup>ST</sup>: BOB SIDELEAU; 2<sup>ND</sup>: JEROME HARRIS**

**DISCUSSION: NONE**

**FOR: BURCH, HARRIS, KIDDER, MITCHELL, LEACH, STEWART, LOSCHIAVO, HINDS-AYALA, SIDELEAU**

**AGAINST: NONE**

**ABSTENTIONS: DEMARRAIS**

**MOTION TO EXIT EXECUTIVE SESSION TO REVIEW MEMBERSHIP APPLICATIONS: 1<sup>ST</sup>: ROBERTA STEWART; 2<sup>ND</sup>: CHARLOTTE BURCH**

**DISCUSSION: NONE**

**FOR: BURCH, HARRIS, KIDDER, MITCHELL, LEACH, STEWART, LOSCHIAVO, HINDS-AYALA, SIDELEAU**

**AGAINST: NONE**

**ABSTENTIONS: DEMARRAIS**

**MOTION TO MOVE BRIAN DATCHER TO THE PLANNING COUNCIL FOR MEMBERSHIP: 1<sup>ST</sup>: LEIF MITCHELL; 2<sup>ND</sup>: ROBERTA STEWART**

**DISCUSSION: NONE**

**FOR: BURCH, HARRIS, KIDDER, MITCHELL, LEACH, STEWART, LOSCHIAVO, HINDS-AYALA, SIDELEAU**

**AGAINST: NONE**

**ABSTENTIONS: DEMARRAIS**

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## (6.0) GRANTEE REPORT

Tom Butcher reported that the Ryan White office was busy working on the EMA's 2010 Part A grant application

- Mark Aceto, Financial Administrative Assistant, in the Ryan White Office provided the committee with a expenditure report for the EMA and for each region. The committee asked for further clarification on certain regional categories that were either over spent or under spent.
- Leif Mitchell asked if the reallocation protocol needs to be tied back to a directive (parking lot item).

## (7.0) ANNOUNCEMENTS

- Jennifer Loschiavo announced that due to weather, the Bridgeport AIDS Walk was rescheduled to 10/10 at 8 a.m.

## (8.0) ADJOURNMENT

The meeting was adjourned at 1:50 p.m.