

**Membership/ Finance Committee
 Meeting Summary**

Meeting Date: Thursday, November 5, 2009
Start Time: 12:00 p.m.
End Time: 1:58 p.m.
Location: Burroughs Community Center, Bridgeport, CT
Presiding Chair: Robert Sideleau
Recorder: Tracy Kulik for Jeff Daniel

Summary of Committee Business Votes

- Minutes of October 1, 2009 Membership/Finance Committee meeting
- Membership Reflectiveness

Council Member Assignments

- Recruitment Strategies as discussed

Staff Member Assignments

- Prepare Meeting Summary
- Forward Reallocation Protocol
- Explore Spanish translation of PC Brochure
- Explore Transportation services for PC members
- Add PC Reflectiveness to Mem/Fi agenda (standing item)
- Generate a list of who will be eligible for Council Co-Chair at 6 and 12 months

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
Adaline DeMarrais* (Co-Chair)				●	●	●	●	●	●	●	●	
Jerod Geter				●	●	●	●	●	●			
Jerome Harris		●	●		●	●	●	●	●	●		
Africka Hinds-Ayala											●	
Tom Kidder	●	●	●	●	●	●	●	●	●	●	●	
Beverly Leach								●		●	●	
Robert Sideleau* (Co-Chair)										●	●	
Roberta Stewart	●	●	●	●	●	●	●	●	●	●	●	
Other Attendees												
Ryan White Office	●	●		●	●	●	●	●	●	●	●	
Planning Council Staff	●	●	●	●	●	●	●	●	●	●	●	
Other Participants	Leif Mitchell (PC), Jennifer Loschiavo (PC)											

(1.0) Moment of Silence

Robert Sideleau called the meeting to order at 12:04 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome And Introduction

Robert 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

Robert Sideleau discussed the PCAT (Planning Council Activity Timeline) and requested that

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Membership Reflectiveness be added to each month's agenda for the Committee.

a. PCAT REVIEW

- o **Add Membership Reflectiveness to each Membership/Finance Committee meeting**

(4.0) Approval of October 1, 2009 Meeting Summary

Robert Sideleau moved that the minutes of the October 1st Membership/Finance Committee meeting be approved. Tom Kidder seconded the motion.

Discussion: None

For: DeMarrais, Kidder, Sideleau, Stewart, Mitchell, Leach, Loschiavo

Against: None

Abstain: Hinds-Ayala

(5.0) New/Old Business

New Business:

a. Membership Recruitment and Retention Plans

- 1) **October – Community Conversation** in Region 1 (New Haven) held on October 14th. Leif Mitchell and Tom Kidder passed out over 25 Planning Council brochures with 5 individuals expressing interest in joining the Planning Council.
- 2) **Mentorship** - Robert Sideleau referenced that Africka Hinds-Ayala has developed a Frequently Asked Question (FAQ) sheet and an Acronym list for new and existing members.

Robert Sideleau asked if Planning Council Staff will request of Planning Council Membership via email a list of any questions that they may have.

Beverly Leach stated that she has the 'old' Letter introducing her to the Planning Council that has a FAQ sheet. She will bring that to the December Membership/Finance Committee meeting.

- 3) **Consortium Outreach** – updates of outreach efforts by Region were presented.

REGION	DATES	EVENTS	RESULTS
New Haven Consortium	October 14 th	Community Conversation	25 brochures, 5 interested
Waterbury Consortium	December 1	Community Forum/Outreach	
Bridgeport Consortium	December 1	Community Outreach	
Stamford/Norwalk	?	?	<i>Bob to contact Stuart Lane</i>
Danbury Consortium	December 1	Breakfast, Brochures	

- 4) Roberta Stewart discussed the experience that the CHPC meeting has had with receiving extensive membership applications. Two items are unique in their handling of membership—(1) Transportation is arranged, often via a limousine service and (2) A stipend is paid to consumer representatives that are non-conflicted for attendance.

Leif Mitchell asked the group if PLWHA that are not working and non-conflicted can have transportation paid for. Often, the response of general consumers is that they can't even consider membership due to the transportation barrier. They must wait for the meeting to be 'local'. Roberta Stewart stated that perhaps public transportation might be an option except for outlying areas (i.e. Waterbury and Danbury) where a 'CHPC-like' policy might be used.

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The Hartford TGA provides transportation IF the Planning Council is contacted 24 hours in advance.

Robert Sideleau requested that Transportation Access be further studied, with annual review of this barrier to Planning Council membership. He requested that Planning Council staff review possible options.

The issue of a stipend was discussed with Adaline stating that Evergreen Network would be happy to help donate food cards. Roberta Stewart admitted ambivalence about the need for a stipend given the fact that many consumers reference that they are dedicated to advocate and don't want to be treated differently. Africka supported the need for a stipend for some members that are in survival mode, stating that we need to meet consumers where they are versus assuming an evolved position. Some are at the beginning of their journey.

Tom Butcher referenced the need to examine the issues of the newly diagnosed in considering Planning Council membership. Roberta Stewart asked for more detail, with Leif Mitchell addressing recent changes with reauthorization that place emphasis on bringing newly diagnosed quickly into care and having funding correlated to this outcome.

- 5) Adaline DeMarrais discussed the issue of Hispanic membership. She spoke of the positives (reflectiveness requiring Males, Hispanics and non-conflicted individuals). She stated that the difficulty is translating agenda, minutes and having an interpreter. This amount of resources could be exhaustive and distracting to other attendees at committee and Planning Council meetings.

Jennifer asked if we could poll members that are bilingual and see if they might mentor some monolingual applicants. She affirmed the need to overcome these barriers and inquired if any exit interviews are conducted of departing Planning Council members, especially if they are monolingual.

Robert Sideleau asked if Planning Council staff could translate the Planning Council Membership brochure into Spanish.

- 6) Africka discussed whether they could ever be 'Junior Levels of Membership.' She referenced how difficult the need to re-apply to the Planning Council is even if there is a totally known, documented and legitimate reason (such as hospitalization) to have an extended leave. Leif stated that this is a problem since it could lead to inadvertent disclosure if this policy was extended only to PLWHA.

Two requests for information were posed:

1. Are there any new Planning Council applications – Response from Staff 'No'
2. Are there any eligible members (see list below) that have expressed interest in the Planning Council Co-Chair position. – Response from Staff 'No'

Eligible individuals:

Ric Browne, Charlotte Burch, Adaline DeMarrais, Jerod Geter, Jerome Harris, Roberta Stewart, Dennis Torres, Leif Mitchell, Jennifer Loschiavo

Robert Sideleau requested that Planning Council staff 'age forward' the roster of eligible individuals for this seat. The deadline at which the current Co-Chair's term must be extended is December 2, 2009.

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b. Review Council Reflectiveness

Review of the Planning Council Composition as of November 5, 2009 showed that membership is non-reflective for Males (7 or 44% vs. target of 12 or 65%), Hispanics (2 or 11% vs. target of 5 or 29%) and non-conflicted consumers (3 or 17% vs. target of 6 or 33%).

c. Review Membership Applications

No new Planning Council membership applications

d. Status Update on Council Co-Chair Nomination & Election

No interested eligible members in becoming Planning Council Co-Chair.

Eligible individuals:

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Grantee Report:

Tom Butcher updated the Committee on the need to consider Reallocation. Two services, Inpatient Substance Abuse and Health Insurance Premium/Cost Sharing Assistance, were under-spent. Inpatient Substance Abuse has recovered, with totally spend-down in two regions. Region 1 is now on schedule to expend their funds. Health Insurance Premium/Cost Sharing Assistance is only being spent at projected levels in Region 4.

Robert Sideleau requested that Planning Council staff issue the Reallocation Protocol prior to the December Membership/Finance Committee meeting.

Other Business

Robert Sideleau requested that new member orientation be a piece of each Planning Council meeting.

Tom Butcher suggested asking the public a directed membership/recruitment and/or retention question during the 'Public Forum'. The group suggested asking "What barriers exists to joining Planning Council and what could be done to increase interest?" at the November 13th Planning Council meeting.

Announcements

None

Adjournment

The meeting adjourned at 1:58p.m.