

**Membership/ Finance Committee
 Meeting Summary**

Meeting Date: Thursday, December 3, 2009
Start Time: 12:09 p.m.
End Time: 2:10 p.m.
Location: Greek Olive restaurant, New Haven, CT
Presiding Chair: Robert Sideleau
Recorder: Lindsay Sweeney & Tracy Kulik for Jeff Daniel

Summary of Committee Business Votes

- Minutes of November 5, 2009 Membership/Finance Committee meeting
- Membership Reflectiveness

Council Member Assignments

- Recruitment Strategies as discussed

Staff Member Assignments

- Prepare Meeting Summary
- Explore Translation as a Barrier, consider production of 'Care Planner'
- Add Planning Council Reflectiveness to Membership/Finance agenda (as 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), Charlotte Burch (PC), Joanne Montgomery (PC)											

(1.0) Moment of Silence

Robert Sideleau 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

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).

(4.0) Approval of November 5, 2009 Meeting Summary

MOTION to approve the minutes of the November 5th Membership/Finance Committee.

Moved: Adaline DeMarrais
Seconded: Tom Kidder.
Discussion: None

The motion passed with 3 affirmative votes and 2 abstentions. Details of the voting record on motions are listed on the last page of the Minutes.

(5.0) New/Old Business

New Business:

a. Review PCAT - Robert Sideleau discussed the PCAT (Planning Council Activity Timeline).

b. Planning Council Reflectiveness – Review of Planning Council reflectiveness will be a standing agenda on this committee’s agenda. Currently, review of the Planning Council Composition as of November , 2009 shows 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 Update on Planning Council Co-Chair Nomination Process - Leif Mitchell’s tenure as the Planning Council Co-Chair has been extended six months, from January 1, 2010 to June 30, 2010. Ongoing review of those eligible members to assume the Co-Chair position will occur as part of the Membership/ Finance committee’s charge. The request to extend this tenure has been submitted to the Chief Elected Official over the EMA, the Mayor of the City of new Haven, John DeStefano.

Eligible individuals (as of end of November, 2009):

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 continue to ‘age forward’ the roster of eligible individuals for this seat.

d. Membership Recruitment and Retention Plans -

Region 5, Danbury: On December 1st, World AIDS Day, Leif attended the Danbury Consortium at a breakfast and gave a 10 minute presentation about the Planning Council, merits of membership and responsibilities of members. Other regional activities that day included:

REGION	DATES	EVENTS	RESULTS
New Haven Consortium	October 14 th	Community Conversation	25 brochures, 5 interested
Waterbury Consortium	December 1	Community Forum/Outreach	15 brochures distributed
Bridgeport Consortium	December 1	Community Outreach	
Stamford/Norwalk	?	?	Bob to contact Stuart Lane
Danbury Consortium	December 1	Breakfast, Brochures	

Member Support -

- a) Transportation: continued discussion occurred about research into transportation of interested or new Planning Council members, especially in the two ‘rural’ or distant planning areas.
- b) Care Planner (means to help newly diagnosed, care retention): research into production of a care planner occurred, with possible financial support from a pharmaceutical company.

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4) Review Membership Applications – One, in process

5) Staff Support and activities for the Membership/Finance Committee during next Year

- Recruitment Campaign (advertising line/printing line)
- Community Forums/Informational Sessions (Quarterly)
- Manage applicant process (update application to Mayoral appointment)
- Develop Care Planner in English/Spanish (possible subsidy by pharmaceutical company)
- Membership Trainings as needed
- PC Reflectiveness
- Reallocation
- Assessment of the Administrative Agency
- Review Expenditures by Service Category
- 12 meetings total

(6.0) Grantee Report:

a. Reallocation Update:

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.

The Ryan White Office reported that there was \$30,000 from the Administrative budget that needs to be allocated to services.

MOTION to extend the Membership/Finance Committee for ten additional minutes occurred at 2 p.m.

Moved: Tom Kidder
Seconded: Adaline DeMarrais
Discussion: None

The motion to extend the Membership/Finance Committee meeting for 10 additional minutes, beyond 2 p.m., was approved with 5 affirmative votes and 2 abstentions. Details of the Voting Record are on the last page of the Minutes.

MOTION to allocate \$30,000 from the Ryan White Office's Administrative budget to Substance Abuse Inpatient services. This reallocation will be distributed among the five regions based on Epidemiologic data.

The need is due to current full expenditure in two regions (Region 2, Waterbury and Region 3, Bridgeport) and significant expenditures in Region 1, New Haven..

Moved: Leif Mitchell
Seconded: Roberta Stewart
Discussion: None

The motion to approve reallocation of dollars to Inpatient Substance Abuse was approved with 4 affirmative votes and 3 abstentions. Details of the Voting Record are on the last page of the Minutes.

(7.0) Announcements None

(8.0) Adjournment The meeting adjourned at 2:10 p.m.

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VOTING RECORD

M/F Committee Member	November 5, 2009 Minutes Approval	Motion Extend Meeting 10 minutes	Reallocation
	3 Y, 2 A (2 members arrived post-vote)	5 Y, 2 A	4 Y, 3 A
Charlotte Burch	A	A	A
Adaline DeMarrais	Y	Y	Y
Jerod Geter	NP	NP	NP
Jerome Harris	NP	NP	NP
Africka Hinds-Ayala	L	y	Y
Thomas Kidder	Y	Y	Y
Beverly Leach	NP	NP	NP
Leif Mitchell	Y	Y	Y
Joanne Montgomery	L	Y	A
Robert Sideleau	A	A	A
Roberta Stewart	Y	Y	Y