



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, October 6th, 2011
Start Time: 12:10
End Time: 1:25
Location: Burroughs Community Center
Presiding Chair: Adaline DeMarrais
Recorder: Jeff Daniel

Summary of Committee Votes

- Approval of September Meeting minutes
- Membership Application(s)

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
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness "Grid"

(1.0) Moment of Silence

Adaline DeMarrais called the meeting to order at 12:10 pm. 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

None

(4.0) Approval of September 1st, 2011 Meeting Summary

A motion to approve the minutes was made by Roberta Stewart and seconded by Beverly Leach

For: Cousar, Leach, Lee, Lyons, Moffett, Stewart

Against: None

Abstain: DeMarrais, Kidder, Kuerze

(5.0) New Business/Old Business

a. Review Membership/Finance PCAT

The Committee reviewed the PCAT and determined it was on target with all assigned activities.

b. Review Planning Council Feedback

Overall PC feedback was good. Public Responses were also very good. No areas of concern were mentioned.

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c. Review Planning Council Reflectiveness

The Council is at 33% non-conflicted consumer with a goal of 33%. The Council is still seeking at Medicaid representative as well as Hispanic; Male and non-conflicted consumers. The reflectiveness has become much more compliant with African Americans compliant and males coming closer to compliance. The Council is stills seeking Hispanics, Males and Non-Conflicted consumers (HIV+ individuals who do not work for or sit on the board of a Part A funded agency)

d. Review Planning Council Attendance

The Committee reviewed the Planning Council attendance. Two members have been removed from the Council—one for attendance and one due to a resignation. Several other members have been notified by staff of their attendance approaching the limit as outlined in the Council's By-Laws

e. Review of Membership Applications

Roberta Stewart made a motion to go into Executive Session to review membership applications. Beverly Leach seconded the motion.

For: Cousar, Kidder, Kuerze, Leach, Lee, Lyons, Moffett, Stewart

Against: None

Abstain: DeMarrais

Roberta Stewart made a motion to go into Executive Session to review membership applications. Beverly Leach seconded the motion.

For: Cousar, Kidder, Kuerze, Leach, Lee, Lyons, Moffett, Stewart

Against: None

Abstain: DeMarrais

Roberta Stewart made a motion to move Cedric Reid's application to the Council for consideration as he has met the application criteria. Ronald Lee seconded the motion.

For: Cousar, Kidder, Kuerze, Leach, Lee, Lyons, Moffett, Stewart

Against: None

Abstain: DeMarrais

f. Develop Recruitment plan to maintain EMA's epidemic reflectiveness

The Committee discussed using the Planning Council meetings in December and January as recruiting events. The Committee discussed the following ideas:

- Contact local Case Managers in New Haven (for December's meeting) and in Bridgeport (January's meeting) to invite clients to attend the PC meetings.
- During the PC meetings, under the training agenda items, discuss Planning Council and provide an overview of what the Council does.
- Develop a Frequently Asked Question document for distribution at the PC meetings
- Recruit Council Members who are consumers to share their experience serving on the Council and why it is important
- Form Council task force for each region to recruit consumers to the PC meeting: New Haven: Charlotte, Bob and Tom and Bridgeport: Clara, Gabriella, Joanne, Adaline

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- Develop a Committee description for Committee Co-Chairs to discuss prior to giving their committee reports
- Color code guests' name tags and assign a Council member as the team leader for de-briefing and incentive distribution post PC meeting
- Have PC brochure and applications available (both in English and in Spanish)

g. Assist with Planning Council fund re-allocation process/reallocation Strategy with SPA—this item was added to the M/F PCAT when the first Notice of Grant Award was issued indicating a significant increase in funding for the Eligible Metropolitan Area. Due to an error in award calculation, the EMA actually received a decrease in funding, thus this action item became irrelevant.

(6.0) Grantee Report:

None

(7.0) Announcements

None

(8.0) Adjournment

The meeting adjourned at 1:25 p.m.

Attendance Record – 2011

	Council Member	1/6	2/3	3/3	4/7	5/5	6/2	7/7	8/4	9/1	10/6	11/3	12/1
1.	Ric Browne												
2.	Charlotte Burch		X	X									
3.	Kenneth Cousar								X	X	X		
4.	Brian Datcher		X	X		X	X	X	X	X			
5.	Adaline DeMarrais Co-Chair	X	X	X	X	X		X			X		
6.	Heidi Jenkins												
7.	Tom Kidder			X	X	X					X		
8.	Brian Kuerze	X	X	X	X	X	X	X			X		
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X		X		X	X	X		
10.	Ronald Lee				X	X		X	X	X	X		
11.	Andrew Lyons									X	X		
12.	<i>Leif Mitchell PC Co-Chair</i>	X	X	X	X		X	X	X	X			
13.	Caesar Moffett, Jr. Co-Chair	X	X	X	X	X	X	X	X	X	X		
14.	Ken Teel												
15.	Joanne Montgomery	X											
16.	Clara Ramos												
17.	Cedric Reid												
18.	Christine Romanik									X			
19.	Gabrielle Rosa												
20.	Robert Sideleau	X	X	X	X	X							
21.	Roberta Stewart	X		X	X	X	X	X	X	X	X		
22.	Dennis Torres						X						
	Ryan White Office	X	X	X	X	X		X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X		
	% of Council present:	44%	44%	52%	48%	41%	36%	36%	35%	43%	41%		