

**Ryan White EMA Planning Council**  
New Haven and Fairfield Counties



Adaline DeMarrais & Robert Sideleau, Co-Chairs

**Membership/ Finance Committee Meeting Minutes**

**Meeting Date:** Thursday, March 3<sup>rd</sup>, 2011  
**Start Time:** 12:02 PM  
**End Time:** 1:12 PM  
**Location:** The Greek Olive  
**Presiding Chair:** Bob Sideleau  
**Recorder:** Jenice Contreras

**Summary of Committee Business Votes**

- Approval of 2/3 Minutes; Approval of 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"
- Notify New Haven City Clerk about April Executive Committee time and location change

**Attendance Record – 2011**

	<b>Council Member</b>	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.	Brian Datcher		X	X									
4.	<b>Adaline DeMarrais Co-Chair</b>	X	X	X									
5.	Heidi Jenkins												
6.	Tom Kidder			X									
7.	Brian Kuerze	X	X	X									
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X									
9.	Ronald Lee												
10.	Jennifer Loschiavo												
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X	X									
12.	Caesar Moffett, Jr.	X	X	X									
13.	Ken Teel												
14.	Kenneth McCoy			X									
15.	Krystle Moore												
16.	Joanne Montgomery	X											
17.	Clara Ramos												
18.	Christine Romanik												
19.	Gabrielle Rosa												
20.	<b>Robert Sideleau Co-Chair</b>	X	X	X									
21.	Roberta Stewart	X		X									
22.	Dennis Torres												
	Ryan White Office	X		X									
	Planning Council Staff	X		X									
	% of Council present:	44%	44%	52%									



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**(1.0) Moment of Silence**

Bob Sideleau called the meeting to order at 12:02 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. Bob reviewed today's agenda with the committee.

**(4.0) Approval of February 3<sup>rd</sup>, 2011 Meeting Summary**

A motion to approve the minutes of the February 3<sup>rd</sup> Membership/Finance Committee was made by Roberta Stewart and seconded by Beverly Leach.

**For:** Burch, Kidder, Kuerze, Leach, Mitchell, Moffett

**Against:** Datcher

**Abstain:** McCoy, Sideleau, Stewart

**(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-Reviewed feedback in detail**

The committee reviewed the Planning Council feedback form. The feedback was good with a note by a respondent seeming to indicate the Council has only one Co-Chair. The Committee discussed how Council Co-Chairs alternate "running" meetings and asked the Co-Chairs to clarify at the next Planning Council meeting.

**c. Review Planning Council Reflectiveness**

The Committee reviewed the Planning Council Reflectiveness and noted that the Council continues to seek men, Latino/Latina, non-conflicted consumers and a Medicaid rep. It was also noted that several potential members were pending, and that the Reflectiveness Grid would change once they were official members of the Council.

**d. Review Planning Council Attendance**

Planning Council attendance for the first two months of the year was reviewed. Shaded box on the spreadsheet means that the individual was not an official member of the council at that time. Maximum allowable of 4 absences per calendar year/4 absences for Executive. Reviewed committee attendance/participation. Concerns expressed on members not participating were discussed. A recommendation was made to make a phone call (Mr Lee). Question arose on what the bylaws states regarding contacting absent members.

**e. Membership Recruitment and Retention Plans**

**i. De-Brief Community Info Session #4 (New Haven)**

Low participation was brought up as a concern (only 9 consumers attended). Bob sent emails to all the providers' weeks in advance. Lead takes the responsibility to get consumers to the session. Bob will bring it up at the New Haven Care Continuum Meeting and express



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his disappointment on the lack of support from providers in getting consumer participation involved. Tom B will also try to attend the meeting also bring up the concern.  
Concern discussed of overall provider engagement in supporting consumer involvement.  
Reviewed Consumer Forum Feedback-again all feedback was very positive  
Reviewed "dot exercise" from the Community Forum.

**ii. Discuss Community Info Session #5 (Danbury)**

Proposed to be done on April 14th immediately before or after the executive committee meeting at APGD. It was proposed to have the Executive Co meeting at 10:30-11:30am followed by the consumer forum 12-2pm.

**f. Review of Membership Applications**

Motion to move Heidi Jenkins membership application forward to the Planning Council for consideration was made by Roberta Stewart and seconded by Charlotte Burch.

**For:** Burch, Datcher, DeMarrais, Kidder, Kuerze, Leach, McCoy, Mitchell, Moffett, Stewart

**Against:** None

**Abstain:** Sideleau

Motion to move Dennis Torres membership application forward to the Planning Council for consideration was made by Adaline DeMarrais and seconded by Beverly Leach.

**For:** Burch, Datcher, DeMarrais, Kidder, Kuerze, Leach, McCoy, Mitchell, Moffett, Stewart

**Against:** None

**Abstain:** Sideleau

**g. Develop Recruitment plan to maintain EMA's epidemic reflectiveness**

Recruitment efforts for Hispanic participation in Region 5. Contact agency serving this population to identify a potential member. Bob will contact Willy (Hispanos Unidos) around this issue. Adaline will contact Hispanic PLWHA organizations in Bridgeport.

**(6.0) Grantee Report:**

Tom Butcher reported: 1) Partial grant award Feb 19<sup>th</sup>. \$2.8 million through a continuing resolution through March 18<sup>th</sup>. meaning no supplemental funding. Hoping for next installment in April. NO guarantee on the other half of the funding. 2) Review team for RFP has met and award letter will be sent on March 4<sup>th</sup> by certified mail as well as electronically. 3) All MAI will be through one contract to improve efficiency. 4) Distributed the a financial report reflecting overall EMA and regional expenditures.5) Quarterly report will be provided in April.

**(7.0) Announcements**

- Clinical Quality-What every consumer should know New Haven event March 18<sup>th</sup> \$20 food card for participating. Contact Bob if you have any questions related to the event.
- March 23<sup>rd</sup> is AIDS Science Day conference in New Haven at the Omni. Starts at 8:30 am. Register at [www.yale.edu/cira](http://www.yale.edu/cira). Free.

**(8.0) Adjournment**

The meeting adjourned at 1:12 p.m.