

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. & Andrew Lyons, Co-Chairs

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## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday, October 4, 2012  
**Start Time:** 12:15pm  
**End Time:** 1:13pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Caesar Moffett, Jr.  
**Recorder:** Sara Seaburg

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### Summary of Committee Votes

- Approval of September 6, 2012 meeting minutes

### 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

Caesar Moffett, Jr. called the meeting to order at 12:15pm. 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 6, 2012 Meeting Minutes

A motion to approve the September 6, 2012 minutes was made by Roberta Stewart and seconded by Beverly Leach.

**For: 6**– Cousar, Kuerze, Mitchell, Ortiz, Ruiz, Stewart

**Against: - none**

**Abstain: 2** – Moffett, Leach

#### (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 Expenditures by Service Category

- Gail Glenn from Ryan White presented this report which listed the percentages of Ryan White funding spent in this last quarter and the total percentages spent in the first ½ of this fiscal year. Health Insurance and EFA were low but it was explained that these in these areas, other funding sources had been being used first but at this point, they will use more Ryan White dollars in the upcoming months. If these service categories remain low, then a budget revision

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will be done to allocate the excess monies elsewhere. EIS and MAI are both doing extremely well fiscal year to date with an expenditure percentage of 49.52%.

- Beverly discussed her frustration in being told she was not eligible for health insurance through Ryan White and asked that the Ryan White office reach out to providers and explain the criteria for eligibility.

## **c. Manage Membership Application Process**

We have one open application pending and the applicant has one more meeting requirement to fulfill.

## **d. Review Planning Council Feedback/Feedback Form**

The Committee reviewed the Planning Council Feedback Form from the September 14, 2012 Planning Council meeting. There were many positive comments regarding Heidi's presentation on the 'Partner Notification Program'. There were also questions regarding leadership roles and specifically how long a co-chair can remain in that position and based on the By-Laws, the co-chair term is 2 years.

## **e. Review PC Member Attendance**

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported and aware of their standing with absences.

## **f. Analyze PC Membership for Federal Reflectiveness Mandate**

- Under the section of HIV Status, negative – there is an incorrect percentage which reflects the Planning Council at 48%. This percentage needs to be changed to 35%. Planning Council staff will make this correction.
- Tom reported back that the date of November 12, 2012 will not work with Waterbury Hospital for our Consumer Forum due to the Veteran's Day holiday. Beverly mentioned we may want to try to see if New Opportunities would be available for the forum, stating that the location was more centrally located and they have ample space.

## **(6.0) Grantee Report:**

The grant application is due on October 22, 2012 but they plan to have it submitted by 10.21.2012. All site visit reports should be coming out shortly.

## **(7.0) Adjournment**

The meeting adjourned at 1:13 p.m.

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**Attendance Record – 2012**

	<b>Council Member</b>	1/5	2/2	3/1	4/5	5/3	7/12	8/2	9/6	10/4	11/1	12/6
1.	Ric Browne				X							
2.	Kenneth Cousar			X		X	X	X	X	X		
3.	Brian Datcher	X	X	X	X		X		X			
4.	Heidi Jenkins											
5.	Tom Kidder	X	X		X	X		X				
6.	Brian Kuerze		X	X		X			X	X		
7.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X	X	X		X		
8.	Ronald Lee	-	-	-	X	X	X	X	X			
9.	Andrew Lyons	X			X		X	X	X			
10.	<i>Leif Mitchell PC Co-Chair</i>	X	X		X			X	X	X		
11.	<b>Caesar Moffett, Jr. Co-Chair</b>	X		X		X	X	X	X	X		
12.	Joanne Montgomery											
13.	Alex Ortiz	-	-	-	-		X	X	X	X		
14.	Christine Romanik											
15.	Ray Ruiz Jr.	-	-	-	-		X	X	X	X		
16.	Robert Sideleau											
17.	John Sousa	-	-	-	-	-	-	-				
18.	Roberta Stewart		X	X	X	X	X	X	X	X		
19.	Ken Teel											
20.	Dennis Torres	X								X		
21.	Ryan White Office	X	X	X	X	X	X	X	X	X		
22.	Planning Council Staff	X	X	X	X	X	X	X	X	X		
23.	% of Council present:	45%	35%	35%	45%	38%	48%	50%	53%	45%		