

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday May 2, 2013
Start Time: 12:04pm
End Time: 1:30pm
Location: Burrough's Community Center
Presiding Chair: Caesar Moffett
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of April 4, 2013 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 called the meeting to order at 12:04pm. 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

Caesar will be unable to attend the Consumer Forum on May 9th.

(4.0) Approval of April 4, 2013 Meeting Minutes

A motion to approve the April 4, 2013 minutes was made by Ronald Lee and seconded by Bob Sideleau

For: 4– Cousar, Datcher, Ortiz, Stewart

Against: - none

Abstain: 5– Kuerze, Leach, Lee, Moffett, Sideleau

(5.0) New Business/Old Business

a. New Membership/Finance Committee Co-Chair

The committee is in need of a new co-chair. Ronald Lee expressed his interest in taking this on. We will talk further about this position at the Executive Committee meeting on May 10th.

b. Review Membership/Finance Planning Council Activity Timeline (PCAT)

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

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c. Assist with the Membership Recruitment Campaign/Consumer Forum

The May Consumer Forum will be held at the Circle Care Center in Norwalk on May 9th from 12:00pm – 2:00pm. It will follow the same format as the previous consumer forum in Waterbury. Consumers will be made aware of the pathways to care. A discussion took place as to whether or not the Consumer Forums were the only way to attract more members to Planning Council. . Other ways to attract new members were discussed and potential barriers that are keeping interested individuals away were also discussed.

d. Assist in the Assessment of the Administrative Agency

We will look at this further in at the July meeting. This intent of this process is to ensure that the Grantee is following what the Planning Council has asked of them regarding priority settings, resource allocation and the directives.

e. Manage Membership Application Process

The motion to move into executive session was made by Roberta Stewart and seconded by Robert Sideleau in order to discuss the current Planning Council application for Poonam Sharma, Bridgeport, DSS.

For: 9– Cousar, Datcher, Kidder, Kuerze, Leach, Lee, Ortiz, Sideleau, Stewart

Against: - none

Abstain: 1– Moffett

Robert Sideleau made the motion to accept Poonam Sharma’s application as a Planning Council member and Roberta Stewart seconded it.

For: 9– Cousar, Datcher, Kidder, Kuerze, Leach, Lee, Ortiz, Sideleau, Stewart

Against: - none

Abstain: 1– Moffett

The motion to come out of executive session was made by Roberta Stewart and seconded by Robert Sideleau.

For: 9– Cousar, Datcher, Kidder, Kuerze, Leach, Lee, Ortiz, Sideleau, Stewart

Against: - none

Abstain: 1– Moffett

f. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the April 4, 2013 Planning Council meeting. There was a comment regarding the location of the meetings being a hardship.

g. Review PC Member Attendance

The Committee reviewed this year’s attendance for the Planning Council and committee meetings and all members are accurately reported. Planning Council members have been notified by letter of their potential of being removed from Planning Council due to excessive absences.



h. Analyze PC Membership for Federal Reflectiveness Mandate

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and because of the new Planning Council application being approved to move to Planning Council for final approval, we may have filled our Medicaid Representative requirement based on that approval.

i. New Planning Council Membership Training

At this time there are no new planning council members. Once we have new members, we will implement this.

j. Parking Lot Items

There are no currently Parking Lot Items

(6.0) Grantee's Report

The Grantee presented the FY 2012 Year End Expenditure Report. 99% of all service dollars have been used and 100% of all EIS-MAI dollars have been used. There is still no report on the final award yet. The final report regarding an actual carryover amount is due on July 30, 2013.

There was a motion made to approve the carryover request of approximately \$38,490.96 and use these funds for labs divided between all regions by Roberta Stewart. Beverly Leach seconded it.

For: 8– Cousar, Datcher, Kidder, Leach, Lee, Moffett, Ortiz, Sideleau

Against: - none

Abstain: 2– Kuerze, Stewart

(7.0) Adjournment

The meeting adjourned at 1:30pm.

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Attendance Record – 2013

	Council Member	Jan	Feb	March	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne										
2.	Kenneth Cousar	Y	Y	Y	Y	Y					
3.	Brian Datcher	Y	Y		Y	Y					
4.	Heather Garofalo	-	-								
5.	Heidi Jenkins										
6.	Tom Kidder			Y	Y	Y					
7.	Brian Kuerze	Y	Y			Y					
8.	<i>Beverly Leach PC Co-Chair</i>			Y		Y					
9.	Ronald Lee	Y	Y	Y		Y					
10.	Caesar Moffett, Jr. Co-Chair	Y		Y	Y	Y					
11.	Joanne Montgomery	Y	Y								
12.	Alex Ortiz	Y	Y	Y	Y	Y					
13.	Christine Romanik										
14.	Robert Sideleau					Y					
15.	Roberta Stewart		Y	Y	Y	Y					
16.	Ken Teel										
17.	Dennis Torres										
	Ryan White Office	Y	Y	Y	Y	Y					
	Planning Council Staff	Y	Y	Y	Y	Y					
	% of Council present:	45%	40%	38%	35%	59%					