

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. Co-Chair

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## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday August 1, 2013  
**Start Time:** 12:16pm  
**End Time:** 1:06pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Caesar Moffett  
**Recorder:** Sara Seaburg

### Summary of Committee Votes

- Approval of July 11, 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 12:16pm. 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 announcements

#### (4.0) Approval of July 11, 2013 Meeting Minutes

A motion to approve the July 11, 2013 minutes was made by Ronald Lee and seconded by Alex Ortiz.

**For: (4)** Leach, Lee, Ortiz, Stewart

**Against: (0)**

**Abstain: (1)** Moffett

#### (4.0) New Business/Old Business

##### a. Discuss M/F Co-Chair Position

Roberta summarized the events to date of the open position. Currently there are (2) members who have confirmed their interest in this position. This discussion will be brought to Executive Committee for review and a decision regarding the new co-chair will be made.



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- b. Review Membership/Finance Planning Council Activity Timeline (PCAT)**  
The Committee reviewed the PCAT and determined it was on target with all assigned activities.
  - c. Assist in the Assessment of the Administrative Agency**  
The outcome of this will be presented at the September M/F meeting.
  - d. Review Expenditures by Service Category**  
Jeff presented a summary by region for all service categories expenditures and the total for the EMA. All expenditures are on target with the total percentage of spending of 48.93% for the 6 month contract period.
  - e. Manage Membership Application Process**  
There are currently no applications at this time. Staff will be reaching out to all region leads to be proactive in finding potential new Planning Council members.
  - f. Review Planning Council Feedback/Feedback Form**  
The Committee reviewed the Planning Council Feedback Form from the July 11, 2013 Planning Council meeting. Feedback was very good.
  - 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. One Planning Council member is in jeopardy due to excessive absences. A letter will be sent by staff to this member.
  - h. Analyze PC Membership for Federal Reflectiveness Mandate**  
The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The council is at 33% non-conflicted consumer.
  - i. Parking Lot Items**  
There are none at this time.
- (5.0) Grantee's Report**  
There was no report due to the absence of the Ryan White Office
- (6.0) Announcements**  
There were no announcements.
- (7.0) Adjournment**  
The meeting adjourned at 1:06 pm.

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**Attendance Record – 2013**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Ric Browne	A	A	A	A	A	X	A			
2.	Kenneth Cousar	X	X	X	X	X	A	A			
3.	Brian Datcher	X	X	A	X	X	X	A			
4.	Heather Garofalo	-	-	A	A	A	X	A			
5.	Heidi Jenkins	A	A	A	A	A	A	A			
6.	Tom Kidder	A	A	X	X	X	X	A			
7.	Brian Kuerze	X	X	A	A	X	A	A			
8.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	A	X	X	X			
9.	Ronald Lee	X	X	X	A	X	X	X			
10.	<b>Caesar Moffett, Jr. Co-Chair</b>	X	A	X	X	X	X	X			
11.	Joanne Montgomery	X	X	A	A	A	X	A			
12.	Alex Ortiz	X	X	X	X	X	X	X			
13.	Christine Romanik	A	A	A	A	A	A	A			
14.	Poonam Sharma	-	-	-	-	A	A	A			
15.	Robert Sideleau	A	A	A	A	X	X	A			
16.	<i>Roberta Stewart PC Co-Chair</i>	A	X	X	X	X	X	X			
17.	Ken Teel	A	A	A	A	A	A	A			
18.	Dennis Torres	A	A	A	A	A	X	A			
	Ryan White Office	X	X	X	X	X	X	A			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	45%	40%	38%	35%	59%	67%	28%			

**Guests: Jamel Farmer**