

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. and Alex Ortiz Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday October 3, 2013
Start Time: 2:10pm
End Time: 3:25pm
Location: Burrough's Community Center
Presiding Chair: Caesar Moffett
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of September 5, 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 2:10pm. 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 September 5, 2013 Meeting Minutes

A motion to approve the September 5, 2013 minutes was made by Bob Sideleau and seconded by Brian Kuerze.

For: (3) Datcher, Stewart, Sideleau

Against: (0)

Abstain: (2) Kuerze, Moffett

(5.0) New Business/Old Business

a. Manage the Membership Application Process

We have (1) Planning Council Renewal Application.

Bob Sideleau made a motion to move into executive session to discuss these (2) Planning Council applications and Tim Kidder seconded it



Caesar Moffett, Jr. and Alex Ortiz Co-Chair

For: (5) Kuerze, Kidder, Moffett, Stewart, Sideleau

Against: (0)

Abstain: (0)

Bob Sideleau made a motion to move out executive session from discussing this Planning Council application and Tom Kidder seconded it

For: (5) Kuerze, Kidder, Moffett, Stewart, Sideleau

Against: (0)

Abstain: (0)

A motion was made to move the renewal application to Planning Council for final approval by Bob Sideleau and Brian Kuerze seconded it.

For: (5) Kuerze, Kidder, Moffett, Stewart, Sideleau

Against: (0)

Abstain: (0)

A motion was made to move the new application to Planning Council for final approval by Bob Sideleau and Brian Kuerze seconded it.

For: (5) Kuerze, Kidder, Moffett, Stewart, Sideleau

Against: (0)

Abstain: (0)

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. Discuss Strategies for New Planning Council Membership

- During the M/F talking points – find out at Planning Council meetings what planning council members attend what continuums and ensure that each continuum has representation from the Planning Council.
- A question was asked – what vehicle has been the best at attracting new planning council members.
- Could we gather information regarding feedback about the changes that the council has made regarding location and meeting all on one day?
- Possibly allowing people to attend electronically and not always in person was mentioned as well.
- Could we survey current and past planning council members regarding all the changes that have taken place and their feelings
- The issue was discussed that with all committee meetings occurring on one day, if you cannot make that day – you’ve missed your committee meetings.
- It was decided that all current and past planning council members should be polled as to how the changes have affected. Staff will create a survey with this to distribute by the next planning council meeting. One specific question, if you were absent – why??



d. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the September 13, 2013 Planning Council meeting. Feedback overall was good. Comments about side conversations and cell phone distractions were mentioned. Also, updating the feedback form was requested as well. Perhaps following up as far as member support.

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.

f. Analyze PC Membership for Federal Reflectiveness Mandate

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. We are currently missing the following representation:

- RWTMA grantees under part C
- RWTMA grantees under section 2671 (including part D)

We are currently out of compliance with our non-conflicted HIV- status number at this time.

g. Parking Lot Items

There are none at this time.

(6.0) Grantee's Report

The grantee reported that the Federal Shutdown is not affecting us as we are an exempt program. The program director, Sera Morgan is on furlough until the government resumes. The FY2014 grant was submitted on 10/2/2013. Hopefully the notice of grant award will be received by the end of February. The question was asked if we would have to take a hit in funding again to 're-pay' the amount that they miscalculated in the past for FY2014 and the answer was no.

(7.0) Announcements

There were no announcements.

(8.0) Adjournment

The meeting adjourned at 3:25pm.

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Caesar Moffett, Jr. and Alex Ortiz Co-Chair

Attendance Record – 2013

	Council Member	Jan	Feb	March	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	A	A	A	A	A	X	A	A	A	
2.	Brian Datcher	X	X	A	X	X	X	A	X	X	
3.	Heather Garofalo	-	-	A	A	A	X	A	A	A	
4.	Heidi Jenkins	A	A	A	A	A	A	A	A	A	
5.	Tom Kidder	A	A	X	X	X	X	A	A	A	
6.	Brian Kuerze	X	X	A	A	X	A	A	A	X	
7.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	A	X	X	X	A	A	
8.	Ronald Lee	X	X	X	A	X	X	X	A	A	
9.	Caesar Moffett, Jr. Co-Chair	X	A	X	X	X	X	X	X	X	
10.	Joanne Montgomery	X	X	A	A	A	X	A	A	A	
11.	Alex Ortiz Co-Chair	X	X	X	X	X	X	X	X	A	
12.	Christine Romanik	A	A	A	A	A	A	A	A	A	
13.	Poonam Sharma	-	-	-	-	A	A	A	A	A	
14.	Robert Sideleau	A	A	A	A	X	X	A	X	X	
15.	<i>Roberta Stewart PC Co-Chair</i>	A	X	X	X	X	X	X	X	X	
16.	Dennis Torres	A	A	A	A	A	X	A	A	A	
	Ryan White Office	X	X	X	X	X	X	A	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	45%	40%	38%	35%	59%	67%	28%	31%	31%	