

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 November 7, 2013
Start Time: 2:00pm
End Time: 3:30pm
Location: Burrough's Community Center
Presiding Chair: Alex Ortiz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of October 3, 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

Alex Ortiz called the meeting to order at 2:00pm. 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 October 3, 2013 Meeting Minutes

A motion to approve the October 3, 2013 minutes was made by Roberta Stewart and seconded by Brian Kuerze.

For: (3) Kuerze, Moffett, Stewart

Against: (0)

Abstain: (2) Leach, Ortiz

(5.0) New Business/Old Business

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

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

b. 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:



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- 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. We anticipate being in compliance in January with our non-conflicted status.

c. Review PC Member Attendance

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.

d. Manage the Membership Application Process

We have (1) Planning Council Renewal Application.

A motion was made to move the renewal application to Planning Council for final approval by Roberta Stewart and Beverly Leach seconded it.

For: (3) Leach, Moffett, Stewart

Against: (0)

Abstain: (2) Kuerze, Ortiz

e. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the October 11, 2013 Planning Council meeting. Feedback overall was good. Comments about side conversations and the location in the basement were made.

f. New Planning Council Member Training

Staff will sit with our new Planning Council member and review all Planning Council responsibilities and this will be open to all Planning Council members who would like a refresher.

g. Assist with the Planning Council Recruitment Campaign

Caesar reviewed the findings of the Planning Council questionnaire that was handed out at the October Planning Council meeting. (12) Members returned the questionnaire with their answers. There were themes identified throughout the summary of the answers:

1. Having all meetings on (1) day
2. Members are feeling as though they are not making a difference, we need to help them to feel valued.
3. We need to freshen things up and get members more involved with the process.
4. Train members more and help them to advocate for themselves when they have questions
5. Having mentors for new Planning Council members.

h. Carryover Request

By December 31, 2013 there needs to be an estimate on the actual carryover amount sent to the Federal Government. There was a request made to allow a 5% carryover into labs to be equally distributed among the (5) regions.

A motion was made by Roberta Stewart to approve a carryover request of a maximum of 5% of the formula into labs to be equally distributed among the (5) regions. Caesar Moffett seconded it.

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For: (5) Kuerze, Leach, Moffett, Ortiz, Stewart

Against: (0)

Abstain: (0)

i. Parking Lot Items

There are none at this time.

(6.0) Grantee's Report

The grantee reported on the Expenditures by Service Category. It is for the 2nd Quarter from June – August. In summary Ryan White funds spent are at a total of 44.64%.

Budget revisions are due by Monday, December 2, 2014.

(7.0) Announcements

There were no announcements.

(8.0) Adjournment

The meeting adjourned at 3:39pm

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	A
2.	Brian Datcher	X	X	A	X	X	X	A	X	X	A
3.	Heather Garofalo	-	-	A	A	A	X	A	A	A	A
4.	Heidi Jenkins	A	A	A	A	A	A	A	A	A	A
5.	Tom Kidder	A	A	X	X	X	X	A	A	A	A
6.	Brian Kuerze	X	X	A	A	X	A	A	A	X	X
7.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	A	X	X	X	A	A	X
8.	Ronald Lee	X	X	X	A	X	X	X	A	A	A
9.	Caesar Moffett, Jr. Co-Chair	X	A	X	X	X	X	X	X	X	X
10.	Joanne Montgomery	X	X	A	A	A	X	A	A	A	A
11.	Alex Ortiz Co-Chair	X	X	X	X	X	X	X	X	A	X
12.	Christine Romanik	A	A	A	A	A	A	A	A	A	A
13.	Poonam Sharma	-	-	-	-	A	A	A	A	A	A
14.	Robert Sideleau	A	A	A	A	X	X	A	X	X	A
15.	<i>Roberta Stewart PC Co-Chair</i>	A	X	X	X	X	X	X	X	X	X
16.	Dennis Torres	A	A	A	A	A	X	A	A	A	A
	Ryan White Office	X	X	X	X	X	X	A	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	45%	40%	38%	35%	59%	67%	28%	31%	31%	29%

Guests: Jamel Farmer, Arvil Alcea