

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. and Alex Ortiz Co-Chair

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## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday January 9, 2014  
**Start Time:** 2:00pm  
**End Time:** 3:00pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Alex Ortiz  
**Recorder:** Sara Seaburg

### Summary of Committee Votes

- Approval of November 7, 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 November 7, 2013 Meeting Minutes

A motion to approve the November 7, 2013 minutes was made by Bob Sideleau and seconded by Brian Datcher.

**For: (1)** Stewart

**Against: (0)**

**Abstain: (4)** Ortiz, Sideleau, Datcher, Montgomery

#### (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 have a new application and if approved, these categories will be satisfied.

**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 (6) Planning Council Renewal Applications and (2) New Applications

Roberta Stewart made a motion to move into executive session and Bob Sideleau seconded it in order to discuss the (6) renewal applications and (2) new applications.

**For: (5)** Sideleau, Montgomery, Ortiz, Stewart, Datcher

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Bob Sideleau seconded it.

**For: (5)** Sideleau, Montgomery, Ortiz, Stewart, Datcher

**Against: (0)**

**Abstain: (0)**

A motion was made by Roberta Stewart that we forward to the Planning Council the (6) renewal applications for final approval and Joanne Montgomery seconded it.

**For: (4)**

**Against: (0)**

**Abstain: (1)**

It was decided to invite the (2) new applicants through the membership process.

It was also suggested to update the By-Laws to reflect the renewal application process which will allow Planning Council members who are renewing their membership to have their applications reviewed and voted on in the month they are received. They will not have to wait to meeting the meeting requirement of (1) committee and (1) Planning Council meeting.

**e. Review Planning Council Feedback/Feedback Form**

The Committee reviewed the Planning Council Feedback Form from the November 7, 2013 Planning Council meeting. Feedback overall was good. Comments were made regarding side conversations still occurring and people walking out before the meeting was over.

**f. Assist with the Planning Council Recruitment Campaign**

- The findings of the questionnaire will be presented to the Executive Committee and Roberta will be presented this at Planning Council as a training next week.



**h. Parking Lot Items**

- Examine 5 year Emergency Financial Assistance budgeted VS. spent trend

**(6.0) Grantee's Report**

- Gail presented the 3<sup>rd</sup> quarter financial report for 9/1/13 – 11/30/13
- Budget revisions will be reflected in the 4<sup>th</sup> quarter financial report.
- Questions regarding the health insurance service came up and how that will be affected moving forward with the ACA.
- The question came up regarding the reduction in funding have all services been OK and the answer was yes, everything is OK.
- 40% of the formula award will be received by the end of February
- There was also a request made to the By-Laws regarding a language change:
  - a. On page 5, section 4.4b the language was changed from 'Have attended at least 75% of Council and assigned committee meetings within the last 12 months' to 'Have attended at least 75% of Council and committee meetings within the last 12 months'. This was requested because we do not have 'assigned committees.

**(7.0) Announcements**

There were no announcements.

**(8.0) Adjournment**

The meeting adjourned at 3:00pm

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**Membership Finance Committee Attendance Record – 2014**

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

Guests: Jamel Farmer, Arvil Alcea