

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Adaline DeMarrais and Caesar Moffett, Jr, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, May 3, 2012
Start Time: 12:10
End Time: 1:38
Location: The Greek Olive
Presiding Chair: Caesar Moffett, Jr.
Recorder: Kyle Linnemeyer

Summary of Committee Votes

- Approval of April 5, 2012 meeting minutes
- Approval of questions to be asked about the Assessment of the Administrative Mechanism
- Approval to move one application forward to the Planning Council

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, Jr. called the meeting to order at 12:10 pm. 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

None

(4.0) Approval of April 5th, 2012 Meeting Minutes

A motion to approve the April 5th, 2012 minutes was made by Roberta Stewart and seconded by Beverly Leach.

For: 3-Stewart, Kidder, Leach

Against: None

Abstain: 3-Kuerze, Cousar, Moffet

Not Present: 2- Demarrais, Lee

(5.0) New Business/Old Business

a. Review Membership/Finance PCAT

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

b. Assist with Membership Recruitment Campaign

The Committee decided that having an Open House in Waterbury in November and trying to attract the Hispanic population would be best to maintain reflectiveness and would work well as November is a light month in the Scope of Work.

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c. Assessment of the Administrative Agency

The Committee reviewed the Assessment of the Administrative Mechanism or Agency. The questions used will be the same as last year but the Committee has also asked the Ryan White Office to provide information on how long it takes for payment to reach subcontractors to ensure that there aren't any gaps in services. The Ryan White Office will provide information on the fiscal years of 2011 and 2010. 2010 will provide a more accurate snapshot than 2011 because funding streams were erratic in 2011. The questions that are being asked are:

1. Were Part A funds expended in a timely manner (Net 30)?
2. Were Part A contracts with service providers signed in a timely manner?
3. During FY 2011, did the EMA have less than 3% carryover in Part A funds.?
4. Were Part A resources reallocated in a timely manner to ensure that the needs of the community were met?
5. Did the Part A Programs funded in FY 2011 match the service categories and percentages identified during the Council's Priority Setting and Resource Allocation process?
6. Did the Planning Council Directives reflect Part A programs funded in FY 2011?

Roberta Stewart made a motion to accept these six questions for the Assessment of the Administrative Agency. Brian Kuerze seconded the motion.

For: 7-Stewart Kidder, Leach, Cousar, Kuerze, DeMarrais, Lee

Against: None

Abstain: 1-Moffet

Not Present: None

d. Manage Membership Application Process

Roberta Stewart made a motion to go into Executive Session for the purpose of reviewing Membership Applications. Brian Kuerze seconded the motion.

For: 7-Stewart, Kidder, Leach, Cousar, Kuerze, DeMarrais, Lee

Against: None

Abstain: 1-Moffet

Not Present: None

Roberta Stewart made a motion to come out of Executive Session. Brian Kuerze seconded the motion.

For: 7-Stewart, Kidder, Leach, Cousar, Kuerze, DeMarrais, Lee

Against: None

Abstain: 1-Moffet

Not Present: None

Roberta Stewart made a motion to move one application forward to the Planning Council as this individual has met the application criteria. Brian Kuerze seconded the motion.

For: 7-Stewart, Kidder, Leach, Cousar, Kuerze, DeMarrais, Lee

Against: None

Abstain: 1-Moffet

Not Present: None

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e. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the April 13, 2012 Planning Council meeting. There were comments about the seating arrangements and how the locations for the Planning Council meetings are becoming crowded. Discussion occurred about larger places to hold the Planning Council meetings.

f. Review PC Member Attendance

The Committee reviewed this year's attendance for the Planning Council and Committee meetings. Anyone who has missed three Planning Council meetings was notified or there was an attempt to notify that person. Anyone who missed three committee meetings was also notified or an attempt was made to notify the person.

g. Analyze PC Membership for Federal Reflectiveness Mandate

The Committee reviewed the reflectiveness of the Planning Council. We are still missing a Medicaid Representative and are underrepresented in the Hispanic and African American populations. The Committee mentioned that a Medicaid representative is important because consumers that qualify can get on Medicaid and if Medicaid drops any services Ryan White would need to know about it.

h. Review PC Member Attendance

The Committee discussed different ways to provide training to new Planning Council members in addition to the trainings that are done at the Planning Council meeting. Some ideas brought up were a mentor/mentee program, a glossary that explains the Ryan White language, and the current brochure that explains the Planning Council. Further discussion will occur at the next meeting.

(6.0) Grantee Report:

Tom Butcher informed us that Tracy Kulik and Gail Glenn are currently going over QI site visits that will be happening during the summer. Tom also informed us where each of the 5 regions is with their contract.

(7.0) Announcements

There is a Quality training for consumers at the Fair Haven Community Health Center in New Haven on May 9th. This is the second part of the training but you can still attend even if you didn't attend Part One. If other regions want this training provided, please call Bob Sideleau. Consumers get a \$20 dollar gift card for completing the training.

(8.0) Adjournment

The meeting adjourned at 1:38 p.m.

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Attendance Record – 2012

	Council Member	1/5	2/2	3/1	4/5	5/3	7/12	8/2	9/6	10/4	11/1	12/6
1.	Ric Browne				X							
2.	Kenneth Cousar			X		X						
3.	Michael Contreras											
4.	Brian Datcher	X	X	X	X							
5.	Adaline DeMarrais Co-Chair	X	X	X	X	X						
6.	Heidi Jenkins											
7.	Tom Kidder	X	X		X	X						
8.	Brian Kuerze		X	X		X						
9.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X						
10.	Andrew Lyons	X			X							
11.	<i>Leif Mitchell PC Co-Chair</i>	X	X		X							
12.	Caesar Moffett, Jr. Co-Chair	X		X		X						
13.	Ken Teel											
14.	Joanne Montgomery											
15.	Ray Ruiz Jr.	-	-	-	-							
16.	Cedric Reid	X										
17.	Christine Romanik											
18.	Ronald Lee	-	-	-	X	X						
19.	Robert Sideleau											
20.	Roberta Stewart		X	X	X	X						
21.	Dennis Torres	X										
	Ryan White Office	X	X	X	X	X						
	Planning Council Staff	X	X	X	X	X						
	% of Council present:	45%	35%	35%	45%	38%						

Guests- Alex Ortiz, Franklin Green, David Cuzzo, John Sussa