

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr, Chairperson

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, July 12, 2012
Start Time: 12:08
End Time: 1:04
Location: The Greek Olive
Presiding Chair: Caesar Moffett, Jr.
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of May 3, 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 12:08 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 May 3, 2012 Meeting Minutes

A motion to approve the May 3, 2012 minutes was made by Ronald Lee and seconded by Beverly Leach.

For: 5 - Leach, Lee, Stewart, Cousar, Ortiz

Against: None

Abstain: 3 - Datcher, Moffett. Lyons, Ruiz

(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 Open House in Waterbury to take place in November was discussed in hopes of attracting the Hispanic population.



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c. Assessment of the Administrative Agency

The assessment questions that were approved in May's meeting will be used in this process and the results will be presented at the Executive Committee meeting in August. The Mayor of New Haven will be attending our Planning Council meeting on August 10th at The Burrough's Community Center.

d. Manage Membership Application Process

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

For: 9 - Stewart, Kidder, Leach, Cousar, Kuerze, DeMarrais, Lee, Ruiz, Ortiz

Against: None

Abstain: 1 - Moffett

Roberta Stewart made a motion to come out of Executive Session. Beverly Leach seconded the motion.

For: 9 - Stewart, Kidder, Leach, Cousar, Kuerze, DeMarrais, Lee, Ruiz, Ortiz

Against: None

Abstain: 1 - Moffett

It was decided that both applicants, one renewal and one new would be contacted regarding their applications.

e. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the May 3, 2012 Planning Council meeting. Comments were made regarding – too much talking when other people were talking mostly by planning council members, great work and keep up the process. Joanne received kudos for a great presentation.

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

Analyze PC Membership for Federal Reflectiveness Mandate

The Committee reviewed the reflectiveness of the Planning Council. We are still missing a Medicaid Representative and our Hispanic population has increased due to new planning council members..

f. Review PC Member Attendance

The acronym doc was reviewed and will be revised based on comments. A laminated copy will be ready to distribute at August's meetings.



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(6.0) Grantee Report:

The FY2011 Carryover Funding request presentation was made by Gail Glenn

- The Part A carryover request was made specifically for lab services in the amount of \$16,895 to be distributed evenly between the 5 regions for core services.
- The Minority AIDS Initiative Funding was the target for the \$84.00 to be distributed evenly between the 5 regions for support services.

Roberta Stewart made a motion to carry out these recommendations as presented by Gail Glenn. Adaline DeMarrais seconded the motion.

For: **9** - Lyons, Lee, Datcher, Cousar, Ortiz, Ruiz, Leach, DeMarrais, Stewart
Opposed: None
Abstain: **1** - Moffett

Mark Aceto from the Ryan White Office went over the expenditure report for the first part of the fiscal year. **Region 1** – There seems to be some confusion with the subcontractors that administer the health insurance funds. Tom Butcher suggested that this contact present with specific questions regarding what was unclear about this issue.

Region 2 – Food bank was low, contact responded that billing for the expenditures would correct this.

Region 3 – Food bank was high and was based on increased needs. Part B funding was all used up so Part A was being used more

Region 4 – Health insurance was high, the contact explained that they had several requests for health insurance. Food bank is also high. Contact explained that they bought food in bulk and responded to several requests. The demand for food exceeded the funding amount. Tom Butcher asked that they find out why they are so high and what they are going to do for the rest of the year. Why is it so different from last year?

Region 5 – Housing is very high, contact said that the budgeted amount has been better than the past year in the 1st quarter. Food bank is low because they had other funds to spend to distribute food cards but this funding is running out. Starting in June they will spend more in food.

Adaline mentioned that DSS is having problem distributing food stamps due to lack of employees to fulfill requests. Many clients are unable to get the necessary resources from DSS and therefore going to RW for help.

Tom Butcher said that although the individual regions may be reflecting highs and lows, the entire EMA looks good as a whole entity and he feels that people are doing well with the funding.

(7.0) Adjournment

The meeting adjourned at 1:04 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	X					
3.	Brian Datcher	X	X	X	X		X					
4.	Adaline DeMarrais Co-Chair	X	X	X	X	X	X					
5.	Heidi Jenkins											
6.	Tom Kidder	X	X		X	X						
7.	Brian Kuerze		X	X		X						
8.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X	X					
9.	Andrew Lyons	X			X		X					
10.	<i>Leif Mitchell PC Co-Chair</i>	X	X		X							
11.	Caesar Moffett, Jr. Co-Chair	X		X		X	X					
12.	Ken Teel											
13.	Joanne Montgomery											
14.	Alex Ortiz	-	-	-			X					
15.	Ray Ruiz Jr.						X					
16.	Cedric Reid	X	-									
17.	Christine Romanik											
18.	Ronald Lee	-	-	-	X	X	X					
19.	Robert Sideleau											
20.	Roberta Stewart		X	X	X	X	X					
21.	Dennis Torres	X										
	Ryan White Office	X	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X	X					
	% of Council present:	45%	35%	35%	45%	38%	48%					

Guests- Mark Aceto, Gail Glenn