

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. & Andrew Lyons, Co-Chairs

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## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday, September 6, 2012  
**Start Time:** 12:18  
**End Time:** 1:30  
**Location:** The Greek Olive  
**Presiding Chair:** Caesar Moffett, Jr.  
**Recorder:** Sara Seaburg

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### Summary of Committee Votes

- Approval of August 2, 2012 meeting minutes
- Approval to move new member application to 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 12:18 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 August 2, 2012 Meeting Minutes

A motion to approve the August 2, 2012 minutes was made by Roberta Stewart and seconded by Leif Mitchell.

**For: 5**– Cousar, Mitchell, Ortiz, Ruiz Jr., Stewart

**Against: -** none

**Abstain: 4** – Moffett, Lyons, Datcher, Kuerze

#### (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. Manage Membership Application Process

Roberta Stewart made a motion to go into Executive Session for the purpose of reviewing a Membership Application. Caesar Moffett, Jr. seconded the motion.

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**For: 10** – Cousar, Datcher, Kuerze, Lyons, Mitchell, Moffett Jr., Ortiz, Ruiz Jr., Lee, Stewart  
**Against: - none**  
**Abstain: 0**

Roberta Stewart made a motion to move the application of J. Sousa to Planning Council for approval. Brian Kuerze seconded the motion.

**For: 10**– Cousar, Datcher, Kuerze, Lyons, Mitchell, Moffett Jr., Ortiz, Ruiz Jr., Lee, Stewart  
**Against: - none**  
**Abstain: 0**

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

**For: 10** – Cousar, Datcher, Kuerze, Lyons, Mitchell, Moffett Jr., Ortiz, Ruiz Jr., Lee, Stewart  
**Against: - none**  
**Abstain: 0**

## c. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the August 10, 2012 Planning Council meeting. Many positive comments were made regarding the Mayor's attendance. There were comments made in regards to the cramped feeling of the room and the air conditioner leaking. The committee is going to look into alternative meeting spaces with the possibility of one central space for all meetings to be held. The priority is convenience for public transportation.

## d. Review PC Member Attendance

The Committee reviewed this year's attendance for the Planning Council and Committee meetings. A discussion took place on the importance of attendance for all committees and Planning council meetings and how the process works with excessive absences.

## e. Analyze PC Membership for Federal Reflectiveness Mandate

The Committee reviewed the reflectiveness of the Planning Council. We still have an opening in the State Medicaid Agency requirement but currently have an application in process to fill that position. There was a discussion on our upcoming community forum. In the past we did a community forum in all 5 regions with 165 consumers. Each forum was 1 hour long. Discussion on what services we fund was discussed and each consumer was given the opportunity to rank 5 services of importance to them. We used those results in our PSRA projection. Each consumer that was not a PC member, received a \$20.00 food card. The question was asked 'what is the objective to holding this community forum this year?' Leif suggested finding Hispanic representation on our Planning Council to help with the Reflectiveness Mandate. Tom suggested keeping Waterbury Hospital as a venue for this forum since many of the details are in place already. Also, there may be a better draw of Hispanic members with this location. A discussion took place regarding mono-lingual Hispanic people and the challenges that have occurred at the community meetings with trying to translate 'realtime' from the English speakers. The thought was that there are probably many bi-lingual Hispanic people who prefer to use English as their first language. Ultimately, the priority and commitment is the most important piece Waterbury was decided as the location after much discussion. November 1st, 2nd and 9<sup>th</sup> are our committee meetings for the month of November. November 12<sup>th</sup> was talked about for the date of the community forum from 11:30am – 12:30pm; Tom is going to check with the Waterbury HIV Continuum to see if this is an option.



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**(6.0) Grantee Report:**

The grant application is due on October 21<sup>st</sup>. All fiscal site visits, QI and program monitoring chart audit visits are completed.

**(7.0) Adjournment**

The meeting adjourned at 1:30 p.m.

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**Attendance Record – 2012**

|     | <b>Council Member</b>               | 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    | X   | X   |      |      |      |
| 3.  | Brian Datcher                       | X   | X   | X   | X   |     | X    |     | X   |      |      |      |
| 4.  | Heidi Jenkins                       |     |     |     |     |     |      |     |     |      |      |      |
| 5.  | Tom Kidder                          | X   | X   |     | X   | X   |      | X   |     |      |      |      |
| 6.  | Brian Kuerze                        |     | X   | X   |     | X   |      |     | X   |      |      |      |
| 7.  | <i>Beverly Leach PC Co-Chair</i>    | X   | X   | X   | X   | X   | X    | X   |     |      |      |      |
| 8.  | Ronald Lee                          | -   | -   | -   | X   | X   | X    | X   | X   |      |      |      |
| 9.  | Andrew Lyons                        | X   |     |     | X   |     | X    | X   | X   |      |      |      |
| 10. | <i>Leif Mitchell PC Co-Chair</i>    | X   | X   |     | X   |     |      | X   | X   |      |      |      |
| 11. | <b>Caesar Moffett, Jr. Co-Chair</b> | X   |     | X   |     | X   | X    | X   | X   |      |      |      |
| 12. | Joanne Montgomery                   |     |     |     |     |     |      |     |     |      |      |      |
| 13. | Alex Ortiz                          | -   | -   | -   | -   |     | X    | X   | X   |      |      |      |
| 14. | Christine Romanik                   |     |     |     |     |     |      |     |     |      |      |      |
| 15. | Ray Ruiz Jr.                        | -   | -   | -   | -   |     | X    | X   | X   |      |      |      |
| 16. | Robert Sideleau                     |     |     |     |     |     |      |     |     |      |      |      |
| 17. | Roberta Stewart                     |     | X   | X   | X   | X   | X    | X   | X   |      |      |      |
| 18. | Ken Teel                            |     |     |     |     |     |      |     |     |      |      |      |
| 19. | Dennis Torres                       | X   |     |     |     |     |      |     |     |      |      |      |
| 20. | Ryan White Office                   | X   | X   | X   | X   | X   | X    | X   | X   |      |      |      |
| 21. | Planning Council Staff              | X   | X   | X   | X   | X   | X    | X   | X   |      |      |      |
| 22. | % of Council present:               | 45% | 35% | 35% | 45% | 38% | 48%  | 50% | 53% |      |      |      |

Guests, John Sousa