

Ryan White EMA Planning Council

New Haven and Fairfield Counties



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

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, March 7, 2013
Start Time: 12:04pm
End Time: 1:18pm
Location: Burrough's Community Center
Presiding Chair: Caesar Moffett
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of February 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

Caesar Moffett called the meeting to order at 12:04pm. 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 February 7, 2013 Meeting Minutes

A motion to approve the February 7, 2013 minutes was made by Ronald Lee and seconded by Tom Kidder

For: 5– Cousar, Lee, Mitchell, Ortiz, Stewart

Against: - none

Abstain: 3– Kidder, Leach, Moffett

(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.



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b. Manage Membership Application Process

Council members reached out to Cam Crosby regarding becoming a Planning Council member which would fulfill the Medicaid requirement. It was determined that Cam's agency would not fulfill the Medicaid requirement. Leif reached out to Robert Zaroski and asked that he try to find someone from Bridgeport DSS to help us with this. Leif will follow up with him again and see where this stands.

c. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the February 7, 2013 Planning Council meeting. Feedback was good but there were several comments about the lunch.

d. Review PC Member Attendance

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. Discussion took place regarding many absences so early in the year. Committee meeting attendance has been down and there are concerns regarding meeting a quorum and the ability to get the work done that's needed. Leif and Beverly will be reaching out to 3 PC members who have not been in attendance for the last 2 months.

e. Analyze PC Membership for Federal Reflectiveness Mandate

The Committee reviewed the reflectiveness of the Planning Council. We are still hoping to fill the State Medicaid rep on Planning Council.

f. Assist with Membership Recruitment Campaign & Schedule Consumer Forum

Planning began for the May Consumer Forum. It was decided that it will be held in either Stamford or Norwalk. Two possible venues were discussed, Stamford Cares and Circle Care Center in Norwalk. Staff will follow up on these locations with a potential date of May 9th. A suggestion was made to have train schedules available to all attendees from Norwalk/Stamford to Bridgeport so they could be better informed on traveling to our meeting location at the Burrough's Community Center.

g. Parking Lot Items

There are no currently Parking Lot Items

(6.0) Grantee's Report

The grantee reported that since the grant has been submitted, a grant review process was conducted and more information is needed regarding 3rd party billing. This will be looked into. A partial award was received totaling 2.7 million and has been allocated throughout the 5 regions. Sera Morgan, the new program director will be conducting a site visit during the 1st week of April. She will be meeting with the Executive Committee on Thursday, April 4th at 11:00am before the M/F and SPA meetings on that day.

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(7.0) Adjournment

The meeting adjourned at 1:18pm.

Attendance Record – 2013

	Council Member	Jan	Feb	March	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne										
2.	Kenneth Cousar	Y	Y	Y							
3.	Brian Datcher	Y	Y								
4.	Heather Garofalo	-	-								
5.	Heidi Jenkins										
6.	Tom Kidder			Y							
7.	Brian Kuerze	Y	Y								
8.	<i>Beverly Leach PC Co-Chair</i>			Y							
9.	Ronald Lee	Y	Y	Y							
10.	Andrew Lyons	Y									
11.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y	Y							
12.	Caesar Moffett, Jr. Co-Chair	Y		Y							
13.	Joanne Montgomery	Y	Y								
14.	Alex Ortiz	Y	Y	Y							
15.	Christine Romanik										
16.	Ray Ruiz Jr.										
17.	Robert Sideleau										
18.	John Sousa										
19.	Roberta Stewart		Y	Y							
20.	Ken Teel										
21.	Dennis Torres										
22.	Ryan White Office	Y	Y	Y							
23.	Planning Council Staff	Y	Y	Y							
24.	% of Council present:	45%	40%	38%							