

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 April 4, 2013
Start Time: 12:25pm
End Time: 1:25pm
Location: Burrough's Community Center
Presiding Chair: Caesar Moffett
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of March 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 12:25pm. 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 March 7, 2013 Meeting Minutes

A motion to approve the March 7, 2013 minutes was made by Roberta Stewart and seconded by Tom Kidder

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

Against: - none

Abstain: 2– Datcher, 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. Assist with the Membership Recruitment Campaign/Consumer Forum

The May Consumer Forum will be held at the Circle Care Center in Norwalk on May 9th from 12:00pm – 2:00pm. It will follow the same format as the previous consumer forum in Waterbury. Consumers will be made aware of the pathways to care.

c. Manage Membership Application Process

The motion to move into executive session was made by Roberta Stewart and seconded by Brian Datcher in order to discuss the current Planning Council Co-Chair application we have and the Planning Council renewal application.

For: 6– Cousar, Kidder, Mitchell, Ortiz, Stewart, Datcher

Against: - none

Abstain: 1– Moffett

Caesar Moffett made the motion to accept Roberta Stewart’s application as Planning Council Co-Chair and Alex Ortiz seconded it.

For: 6– Cousar, Kidder, Mitchell, Ortiz, Stewart, Datcher, Moffett

Against: - none

Abstain: 1– Stewart

The motion to come out of executive session was made by Roberta Stewart and seconded by Brian Datcher

For: 6– Cousar, Kidder, Mitchell, Ortiz, Stewart, Datcher

Against: - none

Abstain: 1– Moffett

d. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the March 7, 2013 Planning Council meeting. There was a comment regarding Planning Council members holding side conversations during presentations. This has been indicated several times on the feedback form over the last year so it was decided that Leif and Beverly will address these situations when they are happening.

e. Review PC Member Attendance

The Committee reviewed this year’s attendance for the Planning Council and committee meetings and all members are accurately reported. The committee reviewed the attendance and all attendance was found to be accurate. It was decided to change the ‘E’ on the attendance to a ‘WE’ for weather event for excused absences due to inclement weather.

f. Analyze PC Membership for Federal Reflectiveness Mandate

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate and we are still having trouble filling the medicaid position. Leif is continuing to work on this issue and trying to get a representative from DSS in Bridgeport. Cam Crosby did get approval from his agency to apply to the Planning Council. He would be able to help with Medicaid funding questions even though he wouldn’t officially fulfill the Medicaid requirement we are in need of.



g. 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.

h. Parking Lot Items

There are no currently Parking Lot Items

(6.0) Grantee's Report

The Grantee reported having sent out award letters to providers based on the partial award received and now they are awaiting contracts based on this partial award. HRSA is conducting their site visit this week with the Ryan White office. There have been no expenditures to report at this time

(7.0) Adjournment

The meeting adjourned at 1:25pm.

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Attendance Record – 2013

	Council Member	Jan	Feb	March	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne										
2.	Kenneth Cousar	Y	Y	Y	Y						
3.	Brian Datcher	Y	Y		Y						
4.	Heather Garofalo	-	-								
5.	Heidi Jenkins										
6.	Tom Kidder			Y	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	Y						
12.	Caesar Moffett, Jr. Co-Chair	Y		Y	Y						
13.	Joanne Montgomery	Y	Y								
14.	Alex Ortiz	Y	Y	Y	Y						
15.	Christine Romanik										
16.	Ray Ruiz Jr.										
17.	Robert Sideleau										
18.	John Sousa										
19.	Roberta Stewart		Y	Y	Y						
20.	Ken Teel										
21.	Dennis Torres										
22.	Ryan White Office	Y	Y	Y	Y						
23.	Planning Council Staff	Y	Y	Y	Y						
24.	% of Council present:	45%	40%	38%	35%						

Guests: Greg Void