

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday July 11, 2013
Start Time: 12:03pm
End Time: 1:26pm
Location: Burrough's Community Center
Presiding Chair: Caesar Moffett
Recorder: Jeff Daniel

Summary of Committee Votes

- Approval of May 2, 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 12:03pm. 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 May 2, 2013 Meeting Minutes

A motion to approve the May 2, 2013 minutes was made by Alex Ortiz and seconded by Roberta Stewart.

For: (10) Datcher, Garofalo, Kidder, Leach, Lee, Montgomery, Ortiz, Sideleau, Stewart, Torres

Against: (0)

Abstain: (2) Browne, Moffett

(4.0) New Business/Old Business

a. Review Membership/Finance Planning Council Activity Timeline (PCAT)

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

b. Assist in the Assessment of the Administrative Agency



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Staff reviewed the questions for this process and it was determined that they are ready to be presented to the Grantee at this time. The grantee will go through the questions and come back to the committee with their answers for evaluation.

c. Manage Membership Application Process

There are no applications at this time to review

d. Review Planning Council Feedback/Feedback Form

1. The Committee reviewed the Planning Council Feedback Form from the May 10, 2013 Planning Council meeting. Feedback was very good and many respondents noted that Leif will be greatly missed.

e. Review PC Member Attendance

2. The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. Several members have three absences (either at committee or Planning Council); Staff will follow up with each member to discuss their attendance.

f. Analyze PC Membership for Federal Reflectiveness Mandate

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The council is at 33% non-conflicted consumer. We need to recruit more consumers to join the council.

g. Parking Lot Items

When SPA discusses Directives, the committee would like them to talk about the following: "Agencies providing Ryan White services must be financially capable of offering services even without waiting for reimbursement"

(5.0) Grantee's Report

Tom Butcher presented the following report:

He summarized the situation with the reduction of the grant award. HRSA has determined that they have mistakenly overfunded our EMA for the last 3 fiscal years. There were (8) jurisdictions in total that were overfunded as well. In order for us to 'repay' the amount owed, they have reduced our FY2013 grant award by close to 15% or about \$905,000.

From this discussion came the following topic:

- The committee reconciled the 2013 Notice of Grant award based on the information supplied by the grantee.
- The M/F committee recommended two items to Strategic Planning and Assessment to consider when discussing HIV services: 1) Reallocating a portion of Minority AIDS Initiative funding out of Early Intervention Services and into other service categories and 2) allowing regions the flexibility to determine their allocations (this was deemed not possible).

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(6.0) Announcements

There were no announcements.

(7.0) Adjournment

The meeting adjourned at 1:26 pm.

Attendance Record – 2013

	Council Member	Jan	Feb	March	April	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	A	A	A	A	A	X				
2.	Kenneth Cousar	X	X	X	X	X	A				
3.	Brian Datcher	X	X	A	X	X	X				
4.	Heather Garofalo	-	-	A	A	A	X				
5.	Heidi Jenkins	A	A	A	A	A	A				
6.	Tom Kidder	A	A	X	X	X	X				
7.	Brian Kuerze	X	X	A	A	X	A				
8.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	A	X	X				
9.	Ronald Lee	X	Y	X	A	X	X				
10.	Caesar Moffett, Jr. Co-Chair	X	A	X	Y	X	X				
11.	Joanne Montgomery	X	X	A	A	A	X				
12.	Alex Ortiz	X	X	X	X	X	X				
13.	Christine Romanik	A	A	A	A	A	A				
14.	Poonam Sharma	-	-	-	-	A	A				
15.	Robert Sideleau	A	A	A	A	X	X				
16.	<i>Roberta Stewart PC Co-Chair</i>	A	X	X	X	X	X				
17.	Ken Teel	A	A	A	A	A	A				
18.	Dennis Torres	A	A	A	A	A	X				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	45%	40%	38%	35%	59%	67%				

Guests: Nick Boshnack