

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. and Alex Ortiz Co-Chair

## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday September 5, 2013  
**Start Time:** 2:10pm  
**End Time:** 3:16pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Alex Ortiz  
**Recorder:** Sara Seaburg

### Summary of Committee Votes

- Approval of August 1, 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

Alex Ortiz called the meeting to order at 12:16pm. 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 August 1, 2013 Meeting Minutes

A motion to approve the August 1, 2013 minutes was made by Bob Sideleau and seconded by Brian Datcher.

**For: (2)** Moffet, Stewart

**Against: (0)**

**Abstain: (3)** Ortiz, Datcher, Sideleau

#### (5.0) New Business/Old Business

##### a. Manage the Membership Application Process

We have (1) Planning Council Renewal Application and (1) New Planning Council Application.

Bob Sideleau made a motion to move into executive session to discuss these (2) Planning Council applications and Brian Datcher seconded it



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**For: (5)** Moffet, Stewart, Ortiz, Datcher, Sideleau

**Against: (0)**

**Abstain: (0)**

Bob Sideleau made a motion to move out executive session from discussing these (2) Planning Council applications and Brian Datcher seconded it

It was decided to move these applications into Planning Council for final approval.

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

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

**c. Review Expenditures by Service Category**

Jeff presented a summary by region for all service categories expenditures and the total for the EMA. All expenditures are on target with the total percentage of spending of 48.93% for the 6 month contract period.

**d. Review Planning Council Feedback/Feedback Form**

The Committee reviewed the Planning Council Feedback Form from the July 11, 2013 Planning Council meeting. Feedback was very good.

**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. One Planning Council member is in jeopardy due to excessive absences. A letter will be sent by staff to this member.

**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.

**g. Schedule Consumer Forum**

The committee discussed scheduling a consumer forum and it was decided at this time given the reduction in funding not to have one. The results in gaining new Planning Council members from consumer forums have not been good. A parking lot item was asked to go to the SPA committee:

When talking about directives to consider having region leads have a mechanism to formally follow up on all potential Planning Council members.

**h. Parking Lot Items**

There are none at this time.

**(6.0) Grantee's Report**

The grantee reported that the August 31<sup>st</sup> deadline for all contracts has been extended due to a malfunction in the accounting software. Also, they have highered a CAREWare administrator and we should be able to have great data now.

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**(7.0) Announcements**

There were no announcements.

**(8.0) Adjournment**

The meeting adjourned at 3:15pm.

**Attendance Record – 2013**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Ric Browne	A	A	A	A	A	X	A	A		
2.	Brian Datcher	X	X	A	X	X	X	A	X		
3.	Heather Garofalo	-	-	A	A	A	X	A	A		
4.	Heidi Jenkins	A	A	A	A	A	A	A	A		
5.	Tom Kidder	A	A	X	X	X	X	A	A		
6.	Brian Kuerze	X	X	A	A	X	A	A	A		
7.	<i>Beverly Leach PC Co-Chair</i>	A	A	X	A	X	X	X	A		
8.	Ronald Lee	X	X	X	A	X	X	X	A		
9.	<b>Caesar Moffett, Jr. Co-Chair</b>	X	A	X	X	X	X	X	X		
10.	Joanne Montgomery	X	X	A	A	A	X	A	A		
11.	Alex Ortiz	X	X	X	X	X	X	X	X		
12.	Christine Romanik	A	A	A	A	A	A	A	A		
13.	Poonam Sharma	-	-	-	-	A	A	A	A		
14.	Robert Sideleau	A	A	A	A	X	X	A	X		
15.	<i>Roberta Stewart PC Co-Chair</i>	A	X	X	X	X	X	X	X		
16.	Dennis Torres	A	A	A	A	A	X	A	A		
	Ryan White Office	X	X	X	X	X	X	A	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	45%	40%	38%	35%	59%	67%	28%	31%		

**Guests: Jamel Farmer, Lauren Tierney, Jeriel**