

# 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 February 6, 2014  
**Start Time:** 2:00pm  
**End Time:** 3:00pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Caesar Moffett  
**Recorder:** Sara Seaburg

### Summary of Committee Votes

- Approval of January 9, 2014 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 2:00pm. 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 January 9, 2014 Meeting Minutes

A motion to approve the January 9, 2014 minutes was made by Beverly Leach and seconded by Tom Kidder.

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

**Against: (0)**

**Abstain: (3)** Moffett, Kidder, Leach

#### (5.0) 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. Review Scope of Work for Next Year

- The following tasks were addressed:

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- Review Expenditures by Service Category – without a July meeting, this needs to be changed to the following: April, August, October and January. This is being given to SPA to put in their parking lot to address the Directive surrounding this topic.
- The issue regarding Planning Council Training was discussed. This is different from New Planning Council member training. This training would be for current members who have questions regarding what goes on in committee meetings or anything having to do with the work the council does. – this issue is really an issue for the Executive Committee and will be discussed there next week.
- Remove Schedule Consumer Forum

## c. Review PC Member Attendance

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.

## d. Analyze PC Membership for Federal Reflectiveness Mandate

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. We are currently missing the following representation:

- RWTMA grantees under part C
- RWTMA grantees under section 2671 (including part D)

We have a new application and if approved, these categories will be satisfied.

## e. Manage the Membership Application Process

We have 1 new Planning Council Applications where the person has met their attendance requirement and 1 brand new application received today.

Roberta Stewart made a motion to move into executive session and Beverly Leach seconded it in order to discuss the 2 applications

**For: (5)** Moffett, Ortiz, Kidder, Leach, Stewart

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Beverly Leach seconded it.

**For: (5)** Moffett, Ortiz, Kidder, Leach, Stewart

**Against: (0)**

**Abstain: (0)**

A motion was made by Roberta Stewart that we forward to the Planning Council the new application where the attendance requirements have been met for final approval and Alex Ortiz seconded it.



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**For: (5)** Moffett, Ortiz, Kidder, Leach, Stewart

**Against: (0)**

**Abstain: (0)**

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

The Committee reviewed the Planning Council Feedback Form from the January 17, 2014. Planning Council meeting. Feedback overall was good. There were few 'written in' comments.

**g. By-Law Review and Update**

Last month a topic was brought up regarding the New Planning Council Applications and renewal Planning Council Applications and their processes. This was addressed by the SPA Committee and changed in the By-Laws to address this issue. Renewal applications are not required to fulfill the attendance requirement as long as the Planning Council member is in good standing.

**h. Parking Lot Items**

- Examine 3 year Emergency Financial Assistance budgeted VS. spend trend – this was presented at the meeting:
  - The committee asked that this reflect a (5) year trend and would like to request that data
  - If it's possible, can the committee see where the EFA extra funds were allocated to
  - There is also a typo on 2011 Cost Per Client – it should be \$376.66
  - Are there differences by regions regarding the reallocation of the EFA funds?
- The Quarterly Financial reporting Directive needs to be sent to the SPA committee to address the issue of no July meeting.
- The Planning Council Survey Results will come back to M/F after they are completely reviewed at next week's Planning Council meeting
- Survey previous Planning Council members and ask why they left

**(6.0) Grantee's Report**

- Tom presented this report
- A partial award was received of approximately 1.875 million which is 40% of the formula award and about 27% of the MAI award.
- The hope is that the complete award will be received soon since this partial award came in earlier than last year.
- The amount of the award will possibly trigger the following actions depending on the amount:
  - Cutting services
  - Submitting a Waiver – to waive the 25%/75% split with services
  - The study that Jeff, Tracy and Tom are doing will help with these actions
  - Dental, AOMC and MCM may be affected areas with the ACA

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**(7.0) Announcements**

There were no announcements.

**(8.0) Adjournment**

The meeting adjourned at 3:20pm

**Membership Finance Committee Attendance Record – 2014**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Ric Browne	A	A								
2.	Brian Datcher	X	A								
3.	Heather Garofalo	A	A								
4.	Heidi Jenkins	A	A								
5.	Tom Kidder	A	X								
6.	Brian Kuerze	A	A								
7.	<i>Beverly Leach PC Co-Chair</i>	A	X								
8.	Ronald Lee	A	A								
9.	<b>Caesar Moffett, Jr. Co-Chair</b>	A	X								
10.	Joanne Montgomery	X	A								
11.	<b>Alex Ortiz Co-Chair</b>	X	X								
12.	Christine Romanik	A	A								
13.	Poonam Sharma	A	A								
14.	Robert Sideleau	X	A								
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
16.	Lauren Tierney	A	A								
17.	Dennis Torres	A	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	29%	29%								

Guests: Jamel Farmer, Arvil Alcea