

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, February 7, 2013
Start Time: 12:11pm
End Time: 1:21pm
Location: Burrough's Community Center
Presiding Chair: Leif Mitchell
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of January 3, 2013 Meeting Minutes
- New Planning Council Member Application

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

Leif Mitchell called the meeting to order at 12:11pm. 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

- Leif's term as Co-Chair of the Planning Council is expiring. The brochure explaining the position of Planning Council Co-Chair was passed out and the procedure was explained.

(4.0) Approval of January 3, 2013 Meeting Minutes

A motion to approve the January 3, 2013 minutes was made by Brian Kuerze and seconded by Roberta Stewart

For: 5– Kuerze, Cousar, Datcher, Montgomery, Lee

Against: - none

Abstain: 2– Mitchell, Stewart

(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.



b. Manage Membership Application Process

We have one application where all the meeting requirements have been met.

There was a motion to move into executive session to discuss this application by Roberta Stewart and seconded by Ronald Lee

For: 6– Cousar, Datcher, Kuerze, Montgomery, Lee, Stewart

Against: 0

Abstain: 1 - Mitchell

Roberta Stewart made a motion to move the application of Heather Garofalo to Planning Council for approval. Brian Kuerze seconded the motion.

For: 6– Cousar, Datcher, Kuerze, Montgomery, Lee, Stewart

Against: 0

Abstain: 1 - Mitchell

There was a motion to come out of executive session by Roberta Stewart and seconded by Brian Datcher

For: 6– Cousar, Datcher, Kuerze, Montgomery, Lee, Stewart

Against: 0

Abstain: 1 - Mitchell

c. Review Planning Council Feedback/Feedback Form

The Committee reviewed the Planning Council Feedback Form from the January 11, 2013 Planning Council meeting. Feedback was good but there was one comment regarding the chairs being hard to sit on.

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.

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. Joanne mentioned reaching out to some individuals who may be interested.

f. Parking Lot Items

The issue regarding monolingual Planning Council members where Spanish is their first language was resolved. It was decided that the Council currently has found no effective mechanism to translate English real-time.

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(6.0) Grantee's Report

Gail Franklin presented the 3rd Quarter Budget which runs from September to November. Ryan White is doing very well with approximately 75% of all funds spent.

(7.0) Adjournment

The meeting adjourned at 1:21pm.

Attendance Record – 2013

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