

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, November 14, 2014
Start Time: 10:32 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Alex Ortiz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of October 10, 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

Alex called the meeting to order at 10:32am. 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

- Jerod Geter has been selected as the new Membership/Finance Committee

(4.0) Approval of October 10, 2014 Meeting Minutes -

A motion to approve the October 10, 2014 minutes was made by Roberta Stewart and seconded by Raphael Muniz.

For: (5) Muniz, McLellan, Kuerze, Jenkins, Stewart

Against: (0)

Abstain: (2) Montgomery, Ortiz

(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.



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b. Carryover Estimate for the Unobligated Balance

Tom explained this process and how the number of \$34,970.72 came to be and also how it was that it would be allocated. It was discuss that this would be allocated to AOMC service for Laboratory Services.

A motion was made by Joanne Montgomery to use the estimated carry-over amount of \$34,970.72 for AOMC for laboratory services to be allocated equally between all regions and seconded by Brian Kuerze.

This will be moved forward to Planning Council for final approval.

For: (6) McLellan, Muniz, Jenkins, Montgomery, Stewart, Kuerze

Against: (0)

Abstain: (1) Ortiz

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. There are a couple of areas where we need to focus on. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 16%. We are in need of individuals who will help increase this number. We have heard from HRSA and they have requested an action plan to get our non-conflicted membership number up since we are out of compliance.

e. Assist with the Membership Recruitment Campaign

Thomas presented the Planning Council Recruitment Plan that has been created and presented to HRSA. The plan's goal is to build and maintain a Planning Council that is reflective of the HIV/AIDS epidemic in our EMA. Discussion took place on our goal of having more consumers on the Planning Council and how do we turn people away who want to join.

f. New Planning Council Membership Training

It was discussed to have this training immediately following the Planning Council meeting in March on the 13th. Committee Co-Chairs have been requested to stay for this. In January we'll discuss the details of this training.

g. Manage the Membership Application Process –

We have 1 brand new application for review. We also have 3 applications where the attendance requirements have been met.

Roberta Stewart made a motion to move into executive session and Brian Kuerze seconded it in order to discuss the applications.

For: (6) McLellan, Muniz, Jenkins, Montgomery, Stewart, Kuerze

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Against: (0)

Abstain: (1) Ortiz

Roberta Stewart made a motion to come out of executive session and Brian Kuerze seconded it.

For: (7) McLellan, Muniz, Jenkins, Montgomery, Stewart, Kuerze, Geter

Against: (0)

Abstain: (1) Ortiz

It was decided that the new applicant, will be invited into the application process.

Joanne Montgomery made a motion to approve the application of Jackie Robertson, Chris Cole and Charlotte Teel for Planning Council membership and move to Planning Council for final approval and Brian Kuerze seconded it.

For: (7) McLellan, Muniz, Jenkins, Montgomery, Stewart, Kuerze, Geter

Against: (0)

Abstain: (1) Ortiz

h. Review Planning Council Feedback/Feedback Form

Alex reviewed the Planning Council feedback form from the October 10, 2014 meeting and all feedback was very, very favorable.

i. Review Expenditures by Service Category

- Tom Butcher, the grantee presented this report.
- The report was presented by total EMA and then broken out by region.
- Overall the % of expense for this point in the year was very good at 55.37% with a target goal of 58%. This actual is still within a very good range.
- All region leads have been contacted by the Grantee to review these percentages and identify any areas of concern.

Roberta Stewart made a motion to extend the meeting to 11:45am and Brian seconded it.

For: (7) McLellan, Muniz, Jenkins, Montgomery, Stewart, Kuerze, Geter

Against: (0)

Abstain: (1) Ortiz

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?

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- Jeff and Tom are going to continue to look into this and will get back to answer all of these requests. This may take some time. This will be resolved during the PSRA process through the SPA Committee.

Thomas Schucker presented this report to the committee with all questions being addressed. The report included 5 year trending data for EFA for the entire EMA, 2009 – 2013. The report addressed each individual region for each year and how much EFA money was used. This is data that could be used for PSRA. There was a discussion within the attendees at the meeting for each region addressing their data. Money that was not spent is not because there is not a need, there were issues with the providers in that region. This report was requested to be moved to the SPA Committee agenda for January.

- Survey previous Planning Council members and ask why they left
- Refresh/Redesign the PC feedback form in the New Year

(6.0) Announcements

- The next meeting will take place on Friday January 16, 2015 from 10:30am – 11:30am

(7.0) Adjournment

The meeting adjourned at 11:45am

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Membership Finance Committee Attendance Record – 2014

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Ric Browne	A	A	A	A	A	A	X	X	X	A
2.	Sabrina Delgado	-	-	-	-	-	-	A	A	A	A
3.	Heather Garofalo	A	A	A	A	A	A	A	A	A	A
4.	Heidi Jenkins	A	A	A	A	A	A	A	A	X	X
5.	Jerod Geter	-	-	-	-	-	X	A	A	X	X
6.	Tom Kidder	A	X	X	X	X	X	X	X	A	A
7.	<i>Brian Kuerze PC Co-Chair</i>	A	A	A	X	X	X	X	X	X	X
8.	Kenneth McLellan	-	-	-	-	-	-	-	-	-	X
9.	Sylvia Mitchell	-	-	-	-	A	A	A	X	A	A
10.	Joanne Montgomery	X	A	A	A	A	A	A	A	A	X
11.	Raphael Muniz	-	-	-	X	X	A	A	X	X	X
12.	Alex Ortiz Co-Chair	X	X	X	A	X	X	A	X	X	X
13.	Christine Romanik	A	A	A	A	A	A	X	A	A	A
14.	Mark Sanchez	-	-	-	-	-	-	A	A	A	A
15.	Robert Sideleau	X	A	A	X	A	A	X	A	A	A
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	A	X	X	X	A	X	X
17.	Lauren Tierney	A	A	A	X	X	A	A	A	A	A
18.	Dennis Torres	A	A	A	A	A	A	A	A	A	A
19.	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	29%	29%	29%	38%	38%	29%	33%	33%	39%	44%

Guests: Chris Cole, Jackie Robertson, Patricia Ducatel