

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, June 12, 2015
Start Time: 10:43 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Raphael Muniz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of May 8, 2015 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

Raphael called the meeting to order at 10:45 am. 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

(4.0) Approval of May 8, 2015 Meeting Minutes -

A motion to approve the May 8, 2015 minutes was made by Ric Browne and seconded by Roberta Stewart

For: (4) Robertson, Stewart, Torres, Browne

Against: (0)

Abstain: (7) Ortiz, Jenkins, Sanchez, Ducatel, McLellan, Kuerze, Muniz

(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. Manage the Membership Application Process –

We currently have 2 new applications at this time.

Roberta Stewart made a motion to move into executive session to discuss the 2 new applications and Ric Browne seconded it.

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For: (10) Robertson, Stewart, Torres, Browne, Ortiz, Jenkins, Sanchez, Ducatel, McLellan, Kuerze,
Against: (0)
Abstain: (1) Muniz

Joanne Montgomery made a motion to move out of executive session and Ric Browne seconded it.

For: (11) Robertson, Stewart, Torres, Browne, Ortiz, Jenkins, Sanchez, Ducatel, McLellan, Kuerze, Montgomery
Against: (0)
Abstain: (1) Muniz

It was decided to invite the 2 new Planning Council applicants, Patricia Kelly and Charles Green into the application process.

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. A letter was mailed to Heather Garofalo who currently has 4 absences regarding this and she will make all efforts to attend remaining Planning Council meetings for the year.

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 32%. We are in need of individuals who will help meet this mandate in 4 total categories. Raphael Muniz has aggressively been marketing our Planning Council in his region. Ric Browne has been talking about the Planning Council in Waterbury as well along with Jackie Robertson.

e. Review Planning Council Feedback/Feedback Form

Raphael reviewed the Planning Council feedback form from the May 8, 2015 meeting. All feedback was favorable.

f. Assist with the Membership Recruitment Campaign

Raphael Muniz has aggressively been marketing our Planning Council in his region. Ric Browne has been talking about the Planning Council in Waterbury as well along with Jackie Robertson.

g. New Planning Council Member Training Discussion

Roberta discussed the format of the training that took place last month and how the meeting took place last month. In the past, this training was handled differently with committee co-chairs attending. A suggestion was that this training may take place during the actual Planning Council training during a designated month. These trainings are scheduled to take place 2 times a year so it was suggested that during these months, June and November, that training would be the training at that month's Planning Council meeting.



h. Assist in the Assessment of the Administrative Agency

An explanation of this process was explained to all attendees. The 6 questions were reviewed by attendees and it was decided at this time to keep the questions the same and make no changes.

Roberta Stewart made the motion to accept these questions without changes and seconded by Alex Ortiz

For: (12) Robertson, Stewart, Torres, Browne, Ortiz, Jenkins, Sanchez, Ducatel, McLellan, Kuerze, Montgomery, Kidder, Muniz

Against: (0)

Abstain: (0)

i. Parking Lot Items to Discuss

1. Review the updated Planning Council Application – this process was started and will continue in August

Roberta Stewart made the motion to extend the meeting 15 minutes and Joanne Montgomery seconded it.

For: (11) Robertson, Stewart, Torres, Browne, Ortiz, Jenkins, Sanchez, Ducatel, Kuerze, Montgomery, Kidder, Muniz

Against: (0)

Abstain: (1) McLellan

j. Grantee Report

Tom Butcher reported on this:

- The final award was received and it is \$11,973.00 less than last year.
- We have unexpended - \$39,551.18 in Formula. There was a discussion of where to allocate this carryover amount.

Ric Browne made a motion to allocate the above carryover funds into labs to be split evenly among the 5 regions and seconded by Joanne Montgomery.

For: (9) Torres, Browne, Ortiz, Jenkins, Sanchez, Ducatel, Kuerze, Montgomery, Kidder

Against: (0)

Abstain: (4) Torres, McLellan, Robertson, Stewart

k. Parking Lot Items

- Refresh/Redesign the PC feedback form in the New Year
- Review Planning Council membership application and look at time frame for meeting attendance requirements, 90 days was suggested. Discuss in August

(6.0) Please consider transmission mode for Planning Council application and adding it to the Federal Reflectiveness Mandate. – this will be discussed in June

(7.0) Announcements

- The next meeting will take place on Friday August 14, 2015 from 10:30am – 11:30am.

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(8.0) Adjournment

The meeting adjourned at 11:39am

Membership Finance Committee Attendance Record – 2015

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Ric Browne	X	X	A	A	X	X				
2.	Chris Cole	A	A	A	A	A	A				
3.	Sabrina Delgado	A	A	A	A	X	A				
4.	Patricia Ducatel	-	X	X	A	A	X				
5.	Heather Garofalo	A	A	A	A	A	A				
6.	Heidi Jenkins	X	A	X	X	A	X				
7.	Tom Kidder	A	A	X	A	A	X				
8.	<i>Brian Kuerze PC Co-Chair</i>	A	A	X	X	A	X				
9.	Kenneth McLellan	X	X	X	A	A	X				
10.	Joanne Montgomery	X	X	X	X	X	X				
11.	Raphael Muniz	X	X	A	X	X	X				
12.	Alex Ortiz Co-Chair	X	X	A	A	A	X				
13.	Johny Rivera	-	-	-	A	A	A				
14.	Jackie Robertson	A	A	A	X	X	X				
15.	Christine Romanik	A	A	A	A	A	A				
16.	Mark Sanchez	A	A	A	A	A	X				
17.	Robert Sideleau	A	A	A	X	A	A				
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X				
19.	Charlotte Teel	A	A	A	A	A	A				
20.	Ken Teel	-	-	-	A	A	A				
21.	Lauren Tierney	A	A	A	A	A	A				
22.	Dennis Torres	A	A	A	A	X	X				
23.	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	40%	33%	29%	32%	32%	59%				

Daphne McLellan, Tyrone Robinson