

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, October 9, 2015
Start Time: 10:33 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Alex Ortiz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of September 11, 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

Alex called the meeting to order at 10:33 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

All participants introduced themselves.

(2.0) Co-Chair Announcements

There were none

(3.0) Approval of September 11, 2015 Meeting Minutes -

A motion to approve the September 11, 2015 minutes was made by Roberta Stewart and seconded by Christine Romanik

For: (4) Robertson, Romanik, Muniz, Stewart

Against: (0)

Abstain: (5) Ducatel, Jenkins, Browne, Montgomery, Ortiz

(4.0) 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 –

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- c. We have one application in process and today the committee attendance requirement has been met. She still needs to meet the Planning Council meeting attendance requirement. She spoke about her experience from South Carolina where she is moving from.
- 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. All members with 4 absences have been sent a letter regarding the attendance requirement.
- e. **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 33%. We are in need of individuals who will help meet this mandate in 4 total categories.
- f. **Review Planning Council Feedback/Feedback Form**
Raphael reviewed the Planning Council feedback form from the September 11, 2015 meeting. All feedback was generally favorable.
- g. **Assist with the Membership Recruitment Campaign**
Stamford/Norwalk will be holding a Consumer Forum on Tuesday, October 13th at the Circle Care Center in Norwalk from 1:00pm-3:00pm and Lauren will present about the Planning Council.
- h. **Discuss Planning Council Co-Chair Application Process**
The SPA Committee approved a by-law change that would increase the list of eligible individuals and this will be voted on for final approval today at the Planning Council meeting.
- i. **Grantee Report**
Tom Butcher had the Quarterly Expenditure Report and we reviewed this. This report reflected expenditures from 3/1/15 – 8/31/15 and funding spent should be around 75% at this point and all services categories are less than this. Medical Transportation and EFA are a little low but tend to increase in the winter months when the weather gets colder. Health Insurance Premiums are low. The overall expenditures look stable and relatively good. A question was asked regarding raising the eligible poverty level which is currently 300%. The increase has not happened yet.

(5.0) Update Planning Council Application

Staff will review all presented applications and comprise a new application for the committee to review at November's meeting.

(6.0) Parking Lot Items

- Can staff please look at the legislation that talks about Planning Council and bring it to the next October M/F meeting. This has been resolved.
- Update PCAT with most recent numbers regarding our Reflectiveness from DPH each year.
- Update the Feedback form and review current questions.

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(7.0) Announcements

- The next meeting will take place on Friday November 13, 2015 from 10:30am – 11:30am.

(8.0) Adjournment

The meeting adjourned at 11:27am

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	A	A	X	
2.	Chris Cole	A	A	A	A	A	A	A	A	A	
3.	Sabrina Delgado	A	A	A	A	X	A	X	A	X	
4.	Patricia Ducatel	-	X	X	A	A	X	A	A	X	
5.	Heather Garofalo	A	A	A	A	A	A	A	A	A	
6.	Heidi Jenkins	X	A	X	X	A	X	X	A	X	
7.	Tom Kidder	A	A	X	A	A	X	A	A	A	
8.	Kenneth McLellan	X	X	X	A	A	X	X	A	A	
9.	Joanne Montgomery	X	X	X	X	X	X	X	A	X	
10.	Raphael Muniz Co-Chair	X	X	A	X	X	X	X	X	X	
11.	Alex Ortiz Co-Chair	X	X	A	A	A	X	X	X	X	
12.	Johny Rivera	-	-	-	A	A	A	A	A	A	
13.	Jackie Robertson	A	A	A	X	X	X	A	X	X	
14.	Christine Romanik	A	A	A	A	A	A	X	X	X	
15.	Mark Sanchez	A	A	A	A	A	X	X	X	A	
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X	X	X	
17.	Charlotte Teel	A	A	A	A	A	A	A	A	A	
18.	Ken Teel	-	-	-	A	A	A	A	A	A	
19.	Lauren Tierney	A	A	A	A	A	A	X	A	A	
20.	Dennis Torres	A	A	A	A	X	X	A	A	A	
21.	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	A	X	
	% of Council present:	40%	33%	29%	32%	32%	59%	48%	30%	50%	

Guests: Tyrone Robinson, Pat Kelly