

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, February 12, 2016
Start Time: 10.46 am
End Time: 11:38 pm
Location: Burrough's Community Center
Presiding Chair: Raphael Muniz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of January 8, 2016 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 10:33 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

Roberta reminded everyone that meetings are now recorded

(3.0) Approval of January 12, 2016 Meeting Minutes -

A motion to approve the January 12, 2016 minutes was made by Joanne Montgomery and seconded by Roberta Stewart

For: (4) Stewart, Montgomery, Robertson, Sanchez

Against: (0)

Abstain: (1) Muniz

(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. Review Scope of Work for 2016

The PCAT was reviewed to see if any updates needed to be made for the upcoming year. At this time, there were no updates made and we'll continue to review this next month.



c. Manage the Membership Application Process

We have one new application that was discussed.

Roberta Stewart made a motion to go into executive session to discuss the new application that was received and Joanne Montgomery seconded it.

For: (5) Robertson, Stewart, Jenkins, Montgomery, Sanchez

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to go into executive session to discuss the new application that was received and Joanne Montgomery seconded it.

For: (5) Robertson, Stewart, Jenkins, Montgomery, Sanchez

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to approve the new application of Inthiany Ardilla forward to Planning Council for final approval and Joanne Montgomery seconded it.

For: (6) Robertson, Stewart, Jenkins, Montgomery, Sanchez, Kelly

Against: (0)

Abstain: (0)

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 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 28%.

f. Review Planning Council Feedback/Feedback Form

Roberta reviewed the Planning Council feedback form from the January 8, 2016 meeting. All feedback was generally favorable. We will no longer collect feedback from attendees.

g. Assist with the Membership Recruitment Campaign

The SPA committee will be organizing different consumer focus groups throughout the EMA and this committee thought it would be a good idea to combine our membership drive with these focus groups.



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h. Grantee Report

Tom Butcher gave this report:

- Tom presented the Expenditure by Service Category Report for 2015/2016 March – December. At this time we should be at approximately 80% of funding spent. The total amount spent is right at 80.93% and this is very good. A question was asked regarding the budget revisions that were made and this question will be answered during the Planning Council meeting.

(5.0) M/F Co-Chair Vacancy

The need for a new co-chair for this committee was discussed. This discussion will continue as potentially interested Planning Council members think about taking this commitment on.

(6.0) Update Planning Council Application

Staff e-mailed out the final updated Planning Council Application and feedback was received to be more specific on meeting days and times. Staff will include a yearly meeting calendar with each application to address this issue.

(7.0) Parking Lot Items

ITEM	STATUS
Refresh/Redesign the PC feedback form in the New Year	We will be examining other ways to get feedback from Planning Council meeting attendees.
Update Reflectiveness with most recent numbers regarding our Reflectiveness from DPH each year	Staff will do this in February based on 2014 numbers.

(8.0) Announcements

- The next meeting will take place on March 11, 2016 from 10:30am – 11:30am.

(9.0) Adjournment

The meeting adjourned at 11:14am

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Membership Finance Committee Attendance Record – 2016

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Chris Cole	A	A								
2.	Sabrina Delgado	A	A								
3.	Heather Garofalo	A	A								
4.	Heidi Jenkins	X	A								
5.	Pat Kelly	A	X								
6.	Tom Kidder	A	A								
7.	Joanne Montgomery	X	X								
8.	Raphael Muniz Co-Chair	A	X								
9.	Alex Ortiz Co-Chair	A	A								
10.	Johny Rivera	A	A								
11.	Jackie Robertson	X	X								
12.	Christine Romanik	X	A								
13.	Mark Sanchez	X	X								
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
15.	Charlotte Teel	A	A								
16.	Ken Teel	A	A								
17.	Lauren Tierney	A	A								
18.	Dennis Torres	A	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	33%	39%								

Guests: Patricia Ducatel, Tyrone Robinson