

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, March 11, 2016
Start Time: 10.37 am
End Time: 11:13 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of February 12, 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

Roberta called the meeting to order at 10:37 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 February 12, 2016 Meeting Minutes -

A motion to approve the February 12, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik

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

Against: (0)

Abstain: (5) Jenkins, Romanik, Cole, Stewart, Ardila

(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

We have one application where attendance requirements have been met and we have one brand new application to discuss.



Alex Ortiz & Raphael Muniz, Co-Chairs

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

For: (9) Robertson, Stewart, Jenkins, Montgomery, Sanchez, Ardila, Romanik, Kelly, Cole
Against: (0)
Abstain: (0)

Joanne Montgomery made a motion to come out executive session to discuss the new application that was received and Christine Romanik seconded it.

For: (9) Robertson, Stewart, Jenkins, Montgomery, Sanchez, Ardila, Romanik, Kelly, Cole
Against: (0)
Abstain: (0)

It was decided to invite the new applicant into the process.

Chris Cole made a motion to approve the application of Bradford Briggs to Planning Council for final approval and Joanne Montgomery seconded it.

For: (9) Robertson, Stewart, Jenkins, Montgomery, Sanchez, Kelly, Ardila, Romanik, Cole
Against: (0)
Abstain: (0)

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 26%.

e. 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.

f. Grantee Report

Tom Butcher gave this report:

- They are closing out the current fiscal year and beginning the new fiscal year.
- Contracts are moving forward
- All February expenditures should be done by the end of this month and may be ready for the next M/F meeting.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

(5.0) M/F Co-Chair Vacancy

The need for a new co-chair for this committee was discussed. It was decided during the Executive Committee meeting at this time, the Council is looking to replace one of the current co-chairs who has not been at a meeting this year and has been unable to be reached after several attempts.

(6.0) Open Parking Lot Item Regarding Planning Council Feedback

- A suggestion was heard that we may want to use Survey Monkey to get feedback.
- Looking at what other Planning Councils use was also suggested. Staff said that they were actually looking to use Survey Monkey with other jurisdictions as well.
- Staff could offer the online use of Survey Monkey and also have paper feedback forms for those people who would prefer.
- The actual questions of the survey were also discussed and how we may want to change these to reflect the meeting content. Questions being more specific to each meetings topics were suggested.
- We will pilot this next month with a proposed survey based on the PC agenda for April which will include 5 or 6 questions.

(7.0) Parking Lot Items

ITEM	STATUS
Refresh/Redesign the PC feedback form in the New Year	Staff will prepare a proposed feedback form using Survey Monkey specific to each Planning Council meeting. The feedback survey will be presented at the April M/F for approval.
Update Reflectiveness with most recent numbers regarding our Reflectiveness from DPH each year	This has been done and is now closed.

(8.0) Announcements

- The next meeting will take place on April 15, 2016 from 10:30am – 11:30am.

(9.0) Adjournment

The meeting adjourned at 11:13am

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership Finance Committee Attendance Record – 2016

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	-	-	X							
2.	<i>Chris Cole PC Co-Chair</i>	A	A	X							
3.	Sabrina Delgado	A	A	A							
4.	Heather Garofalo	A	A	A							
5.	Heidi Jenkins	X	A	X							
6.	Pat Kelly	A	X	X							
7.	Tom Kidder	A	A	A							
8.	Joanne Montgomery	X	X	X							
9.	Raphael Muniz Co-Chair	A	X	A							
10.	Alex Ortiz Co-Chair	A	A	A							
11.	Johny Rivera	A	A	A							
12.	Jackie Robertson	X	X	X							
13.	Christine Romanik	X	A	X							
14.	Mark Sanchez	X	X	X							
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
16.	Charlotte Teel	A	A	A							
17.	Ken Teel	A	A	A							
18.	Lauren Tierney	A	A	A							
19.	Dennis Torres	A	X	A							
20.	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	33%	39%	47%							

Guests: Gerald Lewis