

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Raphael Muniz & Jackie Robertson, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, April 15, 2016
Start Time: 10:51am
End Time: 11:30 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of March 11, 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 10:51 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 March 11, 2016 Meeting Minutes -

A motion to approve the March 11, 2016 minutes was made by Christine Romanik and seconded by Chris Cole.

For: (6) Robertson, Sanchez, Cole, Ardila, Jenkins, Romanik

Against: (0)

Abstain: (2) Stewart, Teel

(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 new application to review.



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

For: (8) Robertson, Sanchez, Cole, Ardila, Jenkins, Romanik, Stewart, Teel
Against: (0)
Abstain: (0)

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

For: (8) Robertson, Sanchez, Cole, Ardila, Jenkins, Romanik, Stewart, Teel
Against: (0)
Abstain: (0)

The committee decided to invite the new applicant into the 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.

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 25%.

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. Regional representatives will be presenting in a region different from where they work or live.

f. Grantee Report

Tom Butcher reviewed the Year End Expenditure by Service Category Report for FY2015- The total spent was 98.03% of all funding which is very good. This report included the original budget and the revised budget as well. There is \$89,697.86 unspent out of 4.5 million dollars in total.

(5.0) Open Parking Lot Item Regarding Planning Council Feedback

- We will look at this at our next meeting.

(6.0) 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 |

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| | the April M/F for approval. |
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(7.0) Announcements

- The next meeting will take place on May 13, 2016 from 10:30am – 11:30am.

(8.0) Adjournment

The meeting adjourned at 11:30am

Membership Finance Committee Attendance Record – 2016

| | Council Member | Jan | Feb | March | April | May | June | Aug | Sept | Oct | Nov |
|-----|------------------------------------|------------|------------|--------------|--------------|------------|-------------|------------|-------------|------------|------------|
| 1. | Inthiany Ardila | - | - | X | X | | | | | | |
| 2. | Bradford Briggs | - | - | - | A | | | | | | |
| 3. | <i>Chris Cole PC Co-Chair</i> | A | A | X | X | | | | | | |
| 4. | Sabrina Delgado | A | A | A | A | | | | | | |
| 5. | Heather Garofalo | A | A | A | A | | | | | | |
| 6. | Heidi Jenkins | X | A | X | X | | | | | | |
| 7. | Pat Kelly | A | X | X | A | | | | | | |
| 8. | Tom Kidder | A | A | A | A | | | | | | |
| 9. | Joanne Montgomery | X | X | X | A | | | | | | |
| 10. | Raphael Muniz Co-Chair | A | X | A | A | | | | | | |
| 11. | Alex Ortiz | A | A | A | A | | | | | | |
| 12. | Johny Rivera | A | A | A | A | | | | | | |
| 13. | Jackie Robertson Co-Chair | X | X | X | X | | | | | | |
| 14. | Christine Romanik | X | A | X | X | | | | | | |
| 15. | Mark Sanchez | X | X | X | X | | | | | | |
| 16. | <i>Roberta Stewart PC Co-Chair</i> | X | X | X | X | | | | | | |
| 17. | Charlotte Teel | A | A | A | A | | | | | | |
| 18. | Ken Teel | A | A | A | X | | | | | | |
| 19. | Lauren Tierney | A | A | A | A | | | | | | |
| 20. | Dennis Torres | A | X | A | A | | | | | | |
| 21. | Ryan White Office | X | X | X | X | | | | | | |
| | Planning Council Staff | X | X | X | X | | | | | | |
| | % of Council present: | 33% | 39% | 47% | 40% | | | | | | |

Guests: Gerald Lewis