

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Raphael Muniz & Jackie Robertson, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, June 10, 2016
Start Time: 10:35am
End Time: 11:28 pm
Location: Burrough's Community Center
Presiding Chair: Jackie Robertson
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of May 13, 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

Jackie called the meeting to order at 10:35 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

- Jackie reminded everyone that meetings are now recorded.

(3.0) Approval of May 13, 2016 Meeting Minutes -

A motion to approve the May 13, 2016 minutes was made by Roberta Stewart and seconded by Pat Kelly.

For: (5) Sanchez, Stewart, Cole, Kelly, Montgomery

Against: (0)

Abstain: (2) Romanik, Robertson

(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 currently have no new applications to review. We have one application where attendance requirements have not been met and this individual will be contacted.



c. Assist in the Assessment of the Administrative Agency

Staff presented the overall process of this and it included:

1. What is the Assessment of the Administrative Mechanism and why do we do it?
2. The (6) Assessment Questions that are asked of the Grantee.

The committee discussed this and whether to not to keep the questions as is or make any updates.

Roberta Stewart made a motion to accept the (6) questions as presented without updates and Joanne Montgomery seconded it.

For: (7) Sanchez, Stewart, Cole, Kelly, Montgomery, Romanik, Robertson

Against: (0)

Abstain: (0) Romanik, Robertson

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 21%. We are also deficient in other areas that we will continue to improve upon.

f. Assist with the Membership Recruitment Campaign

The committee discussed ways to bring new Planning Council members to the table. It was suggested that PC members may want to reach out to potential members in their region who may be interested in joining.

g. Grantee Report

Tom Butcher gave this report:

- The final grant award came in and there was a decrease of \$36,000 due to a decline in HIV+ cases. Award letters have gone out electronically with a deadline of June 17th.
- The Funders Group is currently working on the Statewide Comprehensive Plan and they are now coming up with goals, objectives and strategies for the plan regarding care and prevention. They are looking at the workforce and have found predominantly female, older, heterosexual, HIV-, English speaking only. They will work towards making this group more reflective in the future. The plan is due in its draft form in August because it's due in September.
- All program, fiscal and quality site visits are completed and they are compiling the results and reports will be ready in the near future.
- In July or August PC and Staff will work together to gather information to send to HRSA.

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(5.0) Open Parking Lot Item Regarding Planning Council Feedback

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. The updated feedback form was presented on 5/13 and updates were requested. Staff will make these changes and present this at the June meeting. The updated feedback form was reviewed and it was decided that it was good. We will begin using this form in July. An e-mail link will be sent out as well as hard copies.

Roberta Stewart made a motion to extend the meeting by 10 minutes and seconded by Chris Cole.

For: (7) Sanchez, Stewart, Cole, Kelly, Montgomery, Romanik, Robertson

Against: (0)

Abstain: (0) Romanik, Robertson

(6.0) Announcements

- AIDS United, with funding from Gilead Sciences, Inc., announced the opportunity for grant support through the [Positive Organizing Project \(POP\)](#). Please visit their website for more details
- The next meeting will take place on August 12, 2016 from 10:30am – 11:30am.

(7.0) Adjournment

The meeting adjourned at 11:40 am

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Membership Finance Committee Attendance Record – 2016

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	-	-	X	X	X	A				
2.	Bradford Briggs	-	-	-	A	A	A				
3.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X	X				
4.	Sabrina Delgado	A	A	A	A	A	A				
5.	Heather Garofalo	A	A	A	A	A	A				
6.	Heidi Jenkins	X	A	X	X	X	A				
7.	Pat Kelly	A	X	X	A	X	X				
8.	Tom Kidder	A	A	A	A	A	A				
9.	Gerald Lewis	-	-	-	-	-	A				
10.	Joanne Montgomery	X	X	X	A	X	X				
11.	Raphael Muniz	A	X	A	A	X	A				
12.	Jackie Robertson Co-Chair	X	X	X	X	X	X				
13.	Christine Romanik	X	A	X	X	A	X				
14.	Mark Sanchez	X	X	X	X	X	X				
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X				
16.	Charlotte Teel	A	A	A	A	A	A				
17.	Ken Teel	A	A	A	X	A	A				
18.	Lauren Tierney	A	A	A	A	A	A				
19.	Dennis Torres	A	X	A	A	A	A				
20.	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	33%	39%	47%	40%	45%	37%				

Guests: