

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez, Co-Chair

---

## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Friday, October 14, 2016  
**Start Time:** 10:32am  
**End Time:** 11:24 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Mark Sanchez  
**Recorder:** Sara Seaburg

### Summary of Committee Votes

- Approval of September 9, 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

Mark called the meeting to order at 10:32 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

#### (3.0) Approval of September 9, 2016 Meeting Minutes -

A motion to approve the September 9, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik

**For: (4)** Romanik, Jenkins, Cole, Stewart

**Against: (0)**

**Abstain: (2)** Montomgery, Lewis

#### (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 no new applications. We have a membership application where the attendance requirement has been met.

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez, Co-Chair

---

Roberta Stewart made a motion that we move into executive session and Joanne Montgomery seconded it.

**For: (7)** Sanchez, Romanik, Jenkins, Stewart, Lewis, Cole, Montgomery

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion that we move out of executive session and Joanne Montgomery seconded it.

**For: (7)** Sanchez, Romanik, Jenkins, Stewart, Lewis, Cole, Montgomery

**Against: (0)**

**Abstain: (0)**

Joanne Montgomery made a motion that we accept Cassandra Cokley's application and move to the Planning Council for final approval and Christine Romanik seconded it.

**For: (7)** Sanchez, Romanik, Jenkins, Stewart, Lewis, Cole, Montgomery

**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 were not 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 16%. We are also deficient in other areas that we will continue to improve upon.

e. **Assist with the Membership Recruitment Campaign**

The Bring 1 campaign was discussed. Staff has been sending weekly updates regarding this campaign to all PC members and regional leads. The campaign asks that each regional lead passes down to its providers the mission of the council to increase its member of PLWHA.

f. **Unobligated Balance Estimate**

Tom Butcher will come with this estimate at the November M/F meeting. The committee also discussed policies, rapid reallocation and carryover threshold and they will be presented at the November M/F meeting as well.

g. **Recipient Report**

Jeff Daniel gave this report:

- Tom and the Ryan White Office are all working on submitting the Grant Application

**Ryan White EMA Planning Council**  
New Haven and Fairfield Counties



Mark Sanchez, Co-Chair

**(5.0) Open Parking Lot Items**

ITEM	STATUS
On the next PO call, can we ask her how to handle the race vs. ethnicity question for our reflectiveness mandate	IT was decided that we will separate out the race and ethnicity sections of our reflectiveness. This item is closed.
Can we discuss how we classify the risk categories on our Reflectiveness Mandate	This was discussed and we will continue our discussion.

**(6.0) Announcements**

**(7.0) Adjournment**

The meeting adjourned at 11:24 am

**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	A	X	A	
2.	Bradford Briggs	-	-	-	A	A	A	A	A	A	
3.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X	X	X	A	X	
4.	Sabrina Delgado	A	A	A	A	A	A	X	X	A	
5.	Heather Garofalo	A	A	A	A	A	A	A	A	A	
6.	Lauren Gau	A	A	A	A	A	A	A	A	A	
7.	Heidi Jenkins	X	A	X	X	X	A	X	X	X	
8.	Gerald Lewis	-	-	-	-	-	A	X	A	X	
9.	Joanne Montgomery	X	X	X	A	X	X	X	A	X	
10.	Raphael Muniz	A	X	A	A	X	A	A	X	A	
11.	Jackie Robertson	X	X	X	X	X	X	A	A	A	
12.	Christine Romanik	X	A	X	X	A	X	X	X	X	
13.	<b>Mark Sanchez Co-Chair</b>	X	X	X	X	X	X	X	X	X	
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	A	X	X	
15.	Charlotte Teel	A	A	A	A	A	A	A	A	A	
16.	Dennis Torres	A	X	A	A	A	A	A	A	A	
17.	Ryan White Office	X	X	X	X	X	X	X	X	A	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	33%	39%	47%	40%	45%	37%	39%	41%	44%	

Guests: Casandra Cokley, Marilyn Roman