

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez & Heidi Jenkins, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, September 15, 2017
Start Time: 10:47 am
End Time: 11:40 pm
Location: Burrough's Community Center
Presiding Chair: Heidi Jenkins
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of June 9, 2017 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 Stewart called the meeting to order at 10:48 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

There were none

(3.0) Approval of June 9, 2017 Meeting Minutes -

A motion to approve the June 9, 2017 minutes was made by Chris Cole and seconded by Thomas Evans

For: (5) Cole, Jenkins, Grant, Langley, Gau

Against: (0)

Abstain: (6) Daniels, Delgado, Romanik, Evans, Montgomery, Stewart

(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 2 new applications to review, Raphael Muniz and Max Cisneros.

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A motion to move into executive session was made by Roberta Stewart and seconded by Chris Cole.

For: (11) Cole, Jenkins, Grant, Langley, Daniels, Delgado, Romanik, Evans, Montgomery, Stewart, Gau

Against: (0)

Abstain: (0)

A motion to move out of executive session was made by Joanne Stewart and seconded by Christine Romanik.

For: (11) Cole, Jenkins, Grant, Langley, Daniels, Delgado, Romanik, Evans, Montgomery, Stewart, Gau

Against: (0)

Abstain: (0)

It was decided to invite both of these new applicants into the process.

c. **Review PC Member Attendance**

Attendees reviewed attendance and determined that it was reported accurately. One Planning Council Member after today will have 4 absences and will have 4 absences.

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 40%. We are deficient in other areas that we will continue to improve upon.

e. **Planning Council Meeting Feedback from June 9, 2017**

Staff presented the survey results and all feedback was favorable. There were many comments made which allows us more information about attendee's experiences.

A motion to extend the meeting 10 minutes was made by Lauren Gau and seconded by Joanne Montgomery

For: (11) Cole, Jenkins, Grant, Langley, Daniels, Delgado, Romanik, Evans, Montgomery, Stewart, Gau

Against: (0)

Abstain: (0)

f. **Review Expenditures by Service Category**

The Ryan White Office presented this report based on the 6-month contract and reviewed it for all attendees.

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g. Recipient Report

- The grant application guidance has come out on August 28th. There was a conference call to discuss the instructions on this. This will be due on October 30, 2017.
- They are preparing for the site visits in November
- Preparing for the grant application
- They are completing the program terms report and program submission reports

(5.0) Open Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	New

(6.0) Announcements

(7.0) Adjournment

The meeting adjourned at 11:40 am

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Membership Finance Committee Attendance Record – 2017

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	WE	WE	A	A	A	-	A		
2.	Steven Bonell	-	-	-	-	A	A	-	A		
3.	Marvin Brown	-	-	-	-	-	X	-	A		
4.	Cassandra Cokley	A	WE	WE	A	X	X	-	A		
5.	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X	X	-	X		
6.	Wallace Daniels	-	-	-	-	-	A	-	X		
7.	Sabrina Delgado	X	WE	WE	X	X	A	-	X		
8.	Thomas Evans	-	-	-	-	A	A	-	X		
9.	Heather Garofalo	A	WE	WE	A	A	A	-	A		
10.	Lauren Gau	X	WE	WE	X	X	X	-	X		
11.	Ryan Grant	-	-	-	-	X	X	-	X		
12.	Heidi Jenkins Co-Chair	X	WE	WE	X	A	X	-	X		
13.	Albana Lame	-	-	-	-	A	A	-	A		
14.	Clara Langley	-	-	-	-	X	X	-	X		
15.	Gerald Lewis	X	WE	WE	A	A	A	-	A		
16.	Joanne Montgomery	A	WE	WE	X	X	A	-	X		
17.	Christine Romanik	X	WE	WE	A	X	A	-	X		
18.	Mark Sanchez Co-Chair	X	WE	WE	X	A	A	-	A		
19.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X	-	X		
20.	Charlotte Teel	A	WE	WE	A	A	A	-	A		
	Ryan White Office	X	WE	WE	X	X	A	-	X		
	Planning Council Staff	X	WE	WE	X	X	X	-	X		
	% of Council present:	53%	WE	WE	47%	45%	43%	-	52%		

Guests: Loreen Cuiman