



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Mark Sanchez & Heidi Jenkins, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, January 12, 2018
Start Time: 10:38 am
End Time: 11:26 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of November 3, 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 called the meeting to order at 10:38 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 November 3, 2017 Meeting Minutes -

A motion to approve the November 3, 2017 minutes was made by Joanne Montgomery and seconded by Christine Romanik.

For: (5) Romanik, Brown, Gau, Daniels, Lame

Against: (0)

Abstain: (6) Stewart, Cokely, Ardila, Delgado, Muniz, Montgomery

(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.



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b. Manage the Membership Application Process

We have an application where the individual has not met the attendance requirement within the 90-day period required and moving forward they are more than welcome to apply in the future. There was one new application presented.

A motion to move into executive session was made by Christine Romanik and seconded by Lauren Gau

For: (10) Brown, Daniels, Cokely, Ardila, Delgado, Muniz, Lame, Romanik, Montgomery, Gau

Against: (0)

Abstain: (1) Stewart

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

For: (10) Brown, Daniels, Cokely, Ardila, Delgado, Muniz, Lame, Romanik, Montgomery, Gau

Against: (0)

Abstain: (1) Stewart

It was decided to invite Erma Benedetto into the application process.

c. Review PC Member Attendance

Due to the new calendar year, there is no attendance to be recorded at this time.

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 36%. We are deficient in other areas that we will continue to improve upon.

e. Planning Council Meeting Feedback from November 3, 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.

f. Review Expenditures by Service Categories

The Ryan White Office presented this information. This information included expenditures through the 3rd quarter of this fiscal year. These should be at 75% and are currently at 69%. They feel that they will catch up with this in the 4th quarter.

g. Ryan White Office Report

This item will be removed from the MF agenda since all reports are financial and already on the PCAT.



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(5.0) Open Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance
Review membership application to make sure all questions are relevant	New

(6.0) Announcements

(7.0) Adjournment

The meeting adjourned at 11:26 am

Membership Finance Committee Attendance Record – 2018

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X									
2.	Steven Bonell	A									
3.	Marvin Brown	X									
4.	Max Cisneros	A									
5.	Cassandra Cokley	X									
6.	<i>Chris Cole PC Co-Chair</i>	A									
7.	Wallace Daniels	X									
8.	Sabrina Delgado	X									
9.	Thomas Evans	A									
10.	Heather Garofalo	A									
11.	Lauren Gau	X									
12.	Ryan Grant	A									
13.	Heidi Jenkins Co-Chair	A									
14.	Albana Lame	X									
15.	Clara Langley	A									
16.	Gerald Lewis	X									
17.	Joanne Montgomery	X									
18.	Raphael Muniz	X									
19.	Christine Romanik	X									
20.	Mark Sanchez Co-Chair	X									
21.	<i>Roberta Stewart PC Co-Chair</i>	X									
22.	Charlotte Teel	A									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	59%									

Guests: there were none