



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, March 9, 2018
Start Time: 10:36 am
End Time: 11:26 pm
Location: Burrough's Community Center
Presiding Chair: Heidi Jenkins
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of February 9, 2018 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

Heidi called the meeting to order at 10:37 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 February 9, 2018 Meeting Minutes -

A motion to approve the February 9, 2018 minutes was made by Christine Romanik and seconded by Roberta Stewart

For: (6) Gau, Daniels, Lame, Montgomery, Cisneros, Stewart

Against: (0)

Abstain: (3) Cole, Romanik, Jenkins

(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 currently have one new application and one in process where attendance requirements need to be met. It was decided to invite Rich Radocchia into our membership process.

c. Review PC Member Attendance

The committee reviewed the attendance and determined that all attendance was reported accurately and since we are in the beginning of the new year, no one is in danger with excessive absences. The amount of absences by committee co-chairs was discussed.

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 February 9, 2018

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

(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	Staff will present suggestions that were made during April's MF Meeting – on agenda
Discussion about current meeting schedule and how to optimize consumer attendance	3/9 discussion took place with various scenarios presented to maximize consumer attendance.
Re-evaluate PC members statuses for April	New

(6.0) Announcements

There were none

(7.0) Adjournment

The meeting adjourned at 11:35 am



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Membership Finance Committee Attendance Record – 2018

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	A							
2.	Steven Bonell	A	A	A							
3.	Marvin Brown	X	X	A							
4.	Max Cisneros	A	X	X							
5.	Cassandra Cokley	X	A	X							
6.	<i>Chris Cole PC Co-Chair</i>	A	A	X							
7.	Wallace Daniels	X	X	X							
8.	Sabrina Delgado	X	A	A							
9.	Thomas Evans	A	X	A							
10.	Heather Garofalo	A	A	A							
11.	Lauren Gau	X	X	X							
12.	Ryan Grant	A	A	A							
13.	Heidi Jenkins Co-Chair	A	A	X							
14.	Albana Lame	X	X	X							
15.	Clara Langley	A	A	A							
16.	Gerald Lewis	X	A	A							
17.	Joanne Montgomery	X	X	X							
18.	Raphael Muniz	X	A	A							
19.	Christine Romanik	X	A	X							
20.	Mark Sanchez Co-Chair	X	A	A							
21.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
22.	Charlotte Teel	A	A	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	59%	41%	45%							

Guests: there were none