



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, April 13, 2018
Start Time: 10:37 am
End Time: 11:39 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of March 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

Roberta Stewart 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

We are in need of 2 new co-chairs for this committee.

(3.0) Approval of March 9, 2018 Meeting Minutes -

A motion to approve the March 9, 2018 minutes was made by Christine Romanik and seconded by Joanne Montgomery

For: (8) Gau, Daniels, Lame, Montgomery, Cisneros, Cole, Romanik, Cokley

Against: (0)

Abstain: (5) Stewart, Evans, Langley, Muniz, Sanchez

(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 two new applications and one application where attendance requirements have been met.

A motion was made to move into executive session by Joanne Montgomery and seconded by Lauren Gau

For: (13) Gau, Daniels, Lame, Montgomery, Cisneros, Cole, Romanik, Cokley, Stewart, Evans, Langley, Muniz, Sanchez

Against: (0)

Abstain: (0)

A motion was made to move out of executive session by Joanne Montgomery and seconded by Lauren Gau

For: (12) Gau, Daniels, Lame, Montgomery, Cisneros, Cole, Romanik, Cokley, Evans, Langley, Muniz, Sanchez

Against: (0)

Abstain: (1) Stewart

A motion was made to approve the membership application of Richard Radocchia and move this application to Planning Council for final approval by Joanne Montgomery and seconded by Chris Cole.

For: (12) Gau, Daniels, Lame, Montgomery, Cisneros, Cole, Romanik, Cokley, Evans, Langley, Muniz, Sanchez, Stewart

Against: (0)

Abstain: (0)

It was also decided to invite the 2 new membership applications of Charles Winfrey and Christina Rizk into the membership process.

We will also remove Erma Benedetto from the application process since it's been more than the 90-day limit and invite her to re-apply in the future.

c. **Review PC Member Attendance**

The committee reviewed the attendance and determined that all attendance was reported accurately.

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.



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e. **Planning Council Meeting Feedback from March 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	This will be added to the M/F PCAT in January

(6.0) Announcements

There were none

(7.0) Adjournment

The meeting adjourned at 11:39 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	A						
2.	Steven Bonell	A	A	A	A						
3.	Marvin Brown	X	X	A	A						
4.	Max Cisneros	A	X	X	X						
5.	Cassandra Cokley	X	A	X	X						
6.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X						
7.	Wallace Daniels	X	X	X	X						
8.	Sabrina Delgado	X	A	A	A						
9.	Thomas Evans	A	X	A	X						
10.	Heather Garofalo	A	A	A	A						
11.	Lauren Gau	X	X	X	X						
12.	Ryan Grant	A	A	A	A						
13.	Heidi Jenkins	A	A	X	A						
14.	Albana Lame	X	X	X	X						
15.	Clara Langley	A	A	A	X						
16.	Gerald Lewis	X	A	A	A						
17.	Joanne Montgomery	X	X	X	X						
18.	Raphael Muniz	X	A	A	X						
19.	Christine Romanik	X	A	X	X						
20.	Mark Sanchez	X	A	A	X						
21.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X						
22.	Charlotte Teel	A	A	A	A						
	Ryan White Office	X	X	X	A						
	Planning Council Staff	X	X	X	A						
	% of Council present:	59%	41%	45%	59%						

Guests: there were none