



Mark Sanchez & Heidi Jenkins, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, May 11, 2018
Start Time: 10:30 am
End Time: 11:39 pm
Location: Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of April 13, 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) Moment of Silence

Chris called the meeting to order at 10:30 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1) Welcome and Introduction

All participants introduced themselves.

(2) Co-Chair Announcements

There were none

(3) Approval of April 13, 2018 Meeting Minutes -

A motion to approve the April 13, 2018 minutes was made by Joanne Montgomery and seconded by Raphael Muniz

For: (9) Gau, Lame, Montgomery, Cisneros, Muniz, Stewart, Sanchez, Evans, Cole

Against: (0)

Abstain: (0)

(4) 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



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We currently have a new application 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: (9) Gau, Lame, Montgomery, Cisneros, Muniz, Stewart, Sanchez, Evans, Cole

Against: (0)

Abstain: (0)

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

For: (10) Gau, Lame, Montgomery, Cisneros, Muniz, Stewart, Sanchez, Evans, Cole, Langley

Against: (0)

Abstain: (0)

At this time, It was decided to not to invite the new applicant into the membership process not to approve the applicant where the attendance requirement has been met. Chris will meet with both applicants and explain the reason.

c. Review PC Member Attendance

The committee reviewed the attendance and determined that all attendance was reported accurately. One member who had 4 absences and had been sent a letter did not show up again. This member is now off the Planning Council.

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 35%. We are deficient in other areas that we will continue to improve upon. A lengthy took place is how the different categories on the grid are captured and how are they calculated.

e. Planning Council Meeting Feedback from April 13, 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.

Lauren Gau made a motion to extend the meeting 10 minutes and Joanne Montgomery seconded it:

For: (9) Gau, Lame, Montgomery, Cisneros, Muniz, Stewart, Sanchez, Evans, Cole

Against: (0)

Abstain: (0)

f. Review Quarterly Expenditures by Service Category

The Grantee's office presented this report and they have expended 99,70% of the award for FY2017.



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(5) 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) Announcements

There were none

(7) Adjournment

The meeting adjourned at 11:39 am



New Haven / Fairfield Counties EMA
 Ryan White Part A Planning Council

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	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
	Inthiany Ardila	X	X	A	A	A					
	Marvin Brown	X	X	A	A	A					
	Max Cisneros	A	X	X	X	X					
	Cassandra Cokley	X	A	X	X	A					
	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X					
	Wallace Daniels	X	X	X	X	A					
	Sabrina Delgado	X	A	A	A	A					
	Thomas Evans	A	X	A	X	X					
	Heather Garofalo	A	A	A	A	A					
	Lauren Gau	X	X	X	X	X					
	Heidi Jenkins	A	A	X	A	A					
	Albana Lame	X	X	X	X	X					
	Clara Langley	A	A	A	X	X					
	Gerald Lewis	X	A	A	A	A					
	Joanne Montgomery	X	X	X	X	X					
	Raphael Muniz	X	A	A	X	X					
	Richard Radocchia	-	-	-	-	A					
	Christine Romanik	X	A	X	X	A					
	Mark Sanchez	X	A	A	X	X					
	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X					
	Charlotte Teel	A	A	A	A	A					
	Ryan White Office	X	X	X	A	X					
	Planning Council Staff	X	X	X	A	X					
	% of Council present:	59%	41%	45%	59%	48%					

Guests: Loreen Cumin