



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, November 3, 2017
Start Time: 10:36 am
End Time: 11:12 pm
Location: Burrough's Community Center
Presiding Chair: Heidi Jenkins
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of October 13, 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

Heidi Jenkins called the meeting to order at 10:36 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 October 13, 2017 Meeting Minutes -

A motion to approve the October 13, 2017 minutes was made by Christine Romanik and seconded by Albana Lame

For: (5) Cole, Jenkins, Gau, Daniels, Lame

Against: (0)

Abstain: (3) Bonell, Romanik, Brown

(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 reviewed 2 applications to where the attendance requirement has been met and the renewal application of Charlotte Teel.



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

For: (10) Cole, Jenkins, Gau, Daniels, Montgomery, Stewart, Lame, Bonell, Romanik, Brown
Against: (0)
Abstain: (0)

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

For: (10) Cole, Jenkins, Gau, Daniels, Montgomery, Stewart, Lame, Bonell, Romanik, Brown
Against: (0)
Abstain: (0)

A motion to approve the Planning Applications of Raphael Muniz, Max Cisneros and Charlotte Teel was made by Roberta Stewart and seconded by Joanne Montgomery

For: (10) Cole, Jenkins, Gau, Daniels, Montgomery, Stewart, Lame, Bonell, Romanik, Brown
Against: (0)
Abstain: (0)

c. **Review PC Member Attendance**

Attendees reviewed attendance and determined that it was reportedly 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 40%. We are deficient in other areas that we will continue to improve upon.

e. **Planning Council Meeting Feedback from October 13, 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. **New Planning Council Member Training**

This will be done during the March Planning Council Meeting.

g. **Review Expenditures by Service Categories**

The Ryan White Office was not present at this meeting

h. **Determine Unobligated Balance Estimate**

The Recipient, Tom Butcher shared that at this time the number that may be carried forward is \$24,791. There will be discussion as to where this money may be applied. We will discuss where this money should go during the SPA meeting.



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i. **Recipient Report**

The Recipient was not present at this meeting

j. **Unobligated Balance Estimate**

The committee discussed this amount. Staff was asked to contact the Ryan White Office and ask for the actual carryover request amounts for 2014, 2015 and 2016.

Roberta Stewart made a motion was made to approve the Unobligated Balance Estimate based on the average of the actual carryover requests made in 2014, 2015 and 2016 and Joanne Montgomery seconded it

For: (11) Cole, Jenkins, Gau, Daniels, Montgomery, Stewart, Lame, Bonell, Romanik, Brown, Cokley

Against: (0)

Abstain: (0)

(5.0) Open Parking Lot Items

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

(6.0) Announcements

(7.0) Adjournment

The meeting adjourned at 11:12 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	X	A
2.	Steven Bonell	-	-	-	-	A	A	-	A	A	X
3.	Marvin Brown	-	-	-	-	-	X	-	A	A	X
4.	Cassandra Cokley	A	WE	WE	A	X	X	-	A	X	X
5.	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X	X	-	X	X	X
6.	Wallace Daniels	-	-	-	-	-	A	-	X	X	X
7.	Sabrina Delgado	X	WE	WE	X	X	A	-	X	A	A
8.	Thomas Evans	-	-	-	-	A	A	-	X	A	A
9.	Heather Garofalo	A	WE	WE	A	A	A	-	A	A	A
10.	Lauren Gau	X	WE	WE	X	X	X	-	X	X	X
11.	Ryan Grant	-	-	-	-	X	X	-	X	A	A
12.	Heidi Jenkins Co-Chair	X	WE	WE	X	A	X	-	X	X	X
13.	Albana Lame	-	-	-	-	A	A	-	A	X	X
14.	Clara Langley	-	-	-	-	X	X	-	X	X	A
15.	Gerald Lewis	X	WE	WE	A	A	A	-	A	X	A
16.	Joanne Montgomery	A	WE	WE	X	X	A	-	X	X	X
17.	Christine Romanik	X	WE	WE	A	X	A	-	X	A	X
18.	Mark Sanchez Co-Chair	X	WE	WE	X	A	A	-	A	X	A
19.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X	-	X	X	X
20.	Charlotte Teel	A	WE	WE	A	A	A	-	A	A	A
	Ryan White Office	X	WE	WE	X	X	A	-	X	X	A
	Planning Council Staff	X	WE	WE	X	X	X	-	X	X	X
	% of Council present:	53%	WE	WE	47%	45%	43%	-	52%	60%	55%

Guests: Max Cisneros, Cindi Dubois