

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez, Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, November 4, 2016
Start Time: 10:32am
End Time: 11:24 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of October 14, 2016 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 10:32 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

(3.0) Approval of October 14, 2016 Meeting Minutes -

A motion to approve the October 14, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik

For: (4) Romanik, Jenkins, Montgomery, Cokley

Against: (0)

Abstain: (1) Stewart

(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 have 6 new applications to discuss and review.



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Joanne Montgomery made a motion that we move into executive session and Christine Romanik seconded it.

For: (5) Romanik, Jenkins, Stewart, Montgomery, Cokley

Against: (0)

Abstain: (0)

Christine Romanik made a motion that we move out of executive session and Joanne Montgomery seconded it.

For: (5) Romanik, Jenkins, Stewart, Montgomery, Cokley

Against: (0)

Abstain: (0)

It was decided to invite all 6 applicants into our Planning Council membership process.

c. **Review PC Member Attendance**

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members were accurately reported.

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 18%. We are also deficient in other areas that we will continue to improve upon.

e. **Assist with the Membership Recruitment Campaign**

Staff shared the region 1 letter of meeting notice that they created for our 'Bring 1' campaign. They are going to be working very hard on this.

f. **Unobligated Balance Estimate**

The recipient does not have this number now. They will have this in the new calendar year as they are still invoicing and receiving funds.

Christine Romanik made a motion to use the unobligated balance estimate amount for labs divided evenly throughout all 5 regions and Heidi Jenkins seconded it.

For: (4) Romanik, Jenkins, Stewart, Montgomery

Against: (0)

Abstain: (1) Cokley

g. **New Member Training**

- There will be New Member training during the Planning Council meeting in February.

h. **Carryover Balance Policy Discussion**

Roberta discussed the history of why we are discussing this. Staff will bring in the history of the funds that we carried over in past years and we will continue to discuss this.



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Roberta Stewart made a motion to extend the meeting 10 minutes and Christine Romanik seconded it.

For: (5) Romanik, Jenkins, Stewart, Montgomery, Cokley

Against: (0)

Abstain: (0)

The Carryover discussion continued and many concerns were heard and explanations were given.

i. **Planning Council Meeting Feedback from October 14, 2016**

Staff presented the survey results and all feedback was favorable. Comments were made regarding side conversations needing to be stopped and this was addressed.

j. **Recipient Report**

- The Grant Application has been submitted.
- They are going out for bid for Planning Council Support
- They will be working on funding to see what type of study can be done next year.

(5.0) Open Parking Lot Items

ITEM	STATUS
Can we discuss how we classify the risk categories on our Reflectiveness Mandate	This was discussed, and we will continue our discussion.

(6.0) Announcements

(7.0) Adjournment

The meeting adjourned at 11:24 am

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Membership Finance Committee Attendance Record – 2016

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	-	-	X	X	X	A	A	X	A	A
2.	Bradford Briggs	-	-	-	A	A	A	A	A	A	A
3.	Cassandra Cokley	-	-	-	-	-	-	-	-	-	X
4.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X	X	X	A	X	A
5.	Sabrina Delgado	A	A	A	A	A	A	X	X	A	A
6.	Heather Garofalo	A	A	A	A	A	A	A	A	A	A
7.	Lauren Gau	A	A	A	A	A	A	A	A	A	A
8.	Heidi Jenkins	X	A	X	X	X	A	X	X	X	X
9.	Gerald Lewis	-	-	-	-	-	A	X	A	X	X
10.	Joanne Montgomery	X	X	X	A	X	X	X	A	X	X
11.	Raphael Muniz	A	X	A	A	X	A	A	X	A	A
12.	Jackie Robertson	X	X	X	X	X	X	A	A	A	A
13.	Christine Romanik	X	A	X	X	A	X	X	X	X	X
14.	Mark Sanchez Co-Chair	X	X	X	X	X	X	X	X	X	A
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	A	X	X	X
16.	Charlotte Teel	A	A	A	A	A	A	A	A	A	A
17.	Dennis Torres	A	X	A	A	A	A	A	A	A	A
18.	Ryan White Office	X	X	X	X	X	X	X	X	A	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	33%	39%	47%	40%	45%	37%	39%	41%	44%	29%

Guests: Clara Langley, Wallace Daniels, Thomas Evans, Loreen Carpenter Cuiman, Nike Jackson