



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Max Cisneros & Rich Radocchia, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, November 9, 2018
Start Time: 10:41 am
End Time: 11:36 pm
Location: Burrough's Community Center
Presiding Chair: Max Cisneros
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of October 12, 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

Max called the meeting to order at 10:41 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 12, 2018 Meeting Minutes -

A motion to approve the October 12, 2018 minutes was made by Roberta Stewart and seconded by Lauren Gau.

For: (8) Cole, Evans, Stewart, Gau, Romanik, Jenkins, Cuiman, Gluz

Against: (0)

Abstain: (2) Radocchia, Cisneros

(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 no new applications

- 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 32%. We are working diligently on improving this number along with other areas that we are deficient in. Attendees discussed ways to increase our membership.

- e. **Planning Council Meeting Feedback from October 12, 2018**
Staff presented the survey results and all feedback was favorable. There were many comments made which allows us more information about attendees' experiences.

- f. **Ryan White Office Report**
Tom Butcher reported on the Quarterly Expenditures by Service Category Report and also the Unobligated Balance Estimate, this amount is a little over \$30,000 of formula funding.

(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	We will continue to look at this moving forward
Discussion about current meeting schedule and how to optimize consumer attendance. Also, please take a look at our attendance policy	3/9 discussion took place with various scenarios presented to maximize consumer attendance. This will be an ongoing discussion.
Re-evaluate PC members statuses for April	This will be added to the M/F PCAT in January

- (6.0) **Announcements**
Congratulations to Max and Rich on their first meeting!

- (7.0) **Adjournment**
The meeting adjourned at 11:36 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	A	-	-	-	A	A
2.	Max Cisneros	A	X	X	X	X	-	-	-	A	X
3.	Cassandra Cokley	X	A	X	X	A	-	-	-	A	X
4.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X	-	-	-	X	X
5.	Loreen Cuiman	-	-	-	-	-	-	-	-	-	X
6.	Sabrina Delgado	X	A	A	A	A	-	-	-	X	A
7.	Thomas Evans	A	X	A	X	X	-	-	-	X	X
8.	Heather Garofalo	A	A	A	A	A	-	-	-	A	A
9.	Lauren Gau	X	X	X	X	X	-	-	-	X	X
10.	Lisa Gluz	-	-	-	-	-	-	-	-	-	X
11.	Heidi Jenkins	A	A	X	A	A	-	-	-	X	X
12.	Albana Lame	X	X	X	X	X	-	-	-	X	A
13.	Clara Langley	-	-	-	-	-	-	-	-	-	A
14.	Joanne Montgomery	X	X	X	X	X	-	-	-	X	A
15.	Raphael Muniz	X	A	A	X	X	-	-	-	X	A
16.	Richard Radocchia	-	-	-	-	A	-	-	-	A	X
17.	Christine Romanik	X	A	X	X	A	-	-	-	X	X
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	-	-	-	X	X
19.	Charlotte Teel	A	A	A	A	A	-	-	-	A	A
	Ryan White Office	X	X	X	A	X	-	-	-	X	X
	Planning Council Staff	X	X	X	A	X	-	-	-	X	X
	% of Council present:	59%	41%	45%	59%	48%	-	-	-	59%	58%

Guests: Toni Cooper