

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, June 14, 2019
Start Time: 10:31 am
End Time: 11:20 pm
Location: Burroughs Community Center
Presiding Chair: Rich Radocchia
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of May 10, 2019 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

Rich 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.

(1.0) Welcome and Introduction

All participants introduced themselves.

(2.0) Co-Chair Announcements

There were none

(3.0) Approval of May 10, 2019 Meeting Minutes

A motion to approve the May 10, 2019 minutes was made by Cole and seconded by Christine Romanik

For: (10) Stewart, Gau, Romanik, Gluz, Lame, Jenkins, Cokley, Radocchia, Delgado, Montgomery

Against: (0)

Abstain: (1) Radocchia

(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 currently have one application in process awaiting attendance requirements.

- c. **Review PC Member Attendance**
We reviewed all PC member attendance and it was determined that it was reported accurately.
- d. **Analyze PC Membership for Federal Reflectiveness Mandate**
The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 35%.
- e. **Planning Council Meeting Feedback from May 10, 2019**
Staff presented the survey results and all feedback was favorable. There were many comments made which allows us more information about attendees’ experiences.
- f. **Determine Future Planning Council Training**
August – Priority Setting and Resource Allocation

(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
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. 1/9: we will revisit this in 6 months after reviewing feedback on this issue on the PC feedback survey.

(6.0) Adjournment

The meeting adjourned at 11:20 am

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	A	X	A				
2.	Max Cisneros Co-Chair	X	X	A	X	X	A				
3.	Cassandra Cokley	A	X	A	X	X	X				
4.	David Colbert	-	-	-	-	X	A				
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	A	X				
6.	Loreen Cuiman	X	X	X	A	X	A				
7.	Sabrina Delgado	A	X	A	A	A	X				
8.	Thomas Evans	X	X	X	X	A	A				
9.	Heather Garofalo	A	A	A	A	A	A				
10.	Lauren Gau	X	X	X	X	X	X				
11.	Lisa Gluz	X	X	X	X	X	X				
12.	Heidi Jenkins	A	A	X	X	X	X				
13.	Albana Lame	X	X	X	X	X	X				
14.	Joanne Montgomery	X	X	A	A	X	X				
15.	Richard Radocchia Co-Chair	X	A	X	X	X	X				
16.	Christine Romanik	X	X	X	X	X	X				
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X				
18.	Aaron Stuart	-	-	-	-	X	A				
19.	Charlotte Teel	A	A	A	A	A	A				
20.	Donald Winfrey	-	-	-	-	X	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	59%	63%	53%	58%	68%	55%				

Guests: Ken Flight, Dan Pettit

REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Attendance												
#	Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences
1	Inthiany Ardilla	X	X	X	X	X	A					1
2	Max Cisneros	X	X	A	X	X	A					1
3	Cassandra Cokley	A	X	A	X	X	X					1
4	David Colbert	-	-	-	-	X	A					1
5	Christopher Cole	X	X	X	X	A	X					1
6	Loreen Cuiman	X	X	X	A	X	A					2
7	Sabrina Delgado	A	X	A	X	A	X					3
8	Thomas Evans	X	X	X	X	A	A					2
9	Heather Garofalo	X	A	X	X	X	A					2
10	Lauren Gau	X	X	X	X	X	X					0
11	Lisa Gluz	X	X	X	X	X	X					0
12	Heidi Jenkins	A	A	X	X	X	X					2
13	Albana Lame	X	X	X	X	X	X					0
14	Joanne Montgomery	X	X	A	A	X	X					2
15	Richard Radocchia	X	A	X	X	X	X					1
16	Christine Romanik	X	X	X	X	X	X					0
17	Aaron Stuart	-	-	-	-	X	A					1
18	Roberta Stewart	X	X	X	X	X	X					0
19	Charlotte Teel	X	X	X	X	X	X					0
20	Donald Winfrey	-	-	-	-	X	A					1

Executive Committee Attendance												
Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
Max Cisneros (MF)	X	X	A	X	X	X	A				2	
Chris Cole (Council Co-Chair)	X	X	X	X	A	A	X				1	
Lauren Gau (SPA)	X	X	X	X	X	X	X				0	
Albana Lame (QI)	X	X	X	X	X	X	X				0	
Joanne Montgomery (SPA)	X	X	A	X	X	X	X				1	
Rich Radocchia (MF)	X	A	X	X	X	X	X				1	
Christine Romanik (QI)	X	X	X	X	X	X	X				0	
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	X	X				0	

Planning Council Committee Attendance													
#	Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
1	Inthiany Ardilla	SPA	SPA	SPA	SPA	SPA	SPA					0	
2	Max Cisneros	SPA;QI;MF	MF	A	SPA;QI;MF	SPA;QI;MF	A					2	
3	Cassandra Cokley	A	MF	A	MF	MF	MF					2	
4	David Colbert	-	-	-	-	SPA;QI;MF	SPA;QI					0	
5	Christopher Cole	MF	SPA;QI MF	MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF					0	
6	Loreen Cuiman	MF	MF	MF	A	MF	A					2	
7	Sabrina Delgado	A	MF	A	SPA	SPA	MF					2	
8	Thomas Evans	MF	MF	MF	MF	A	A					2	
9	Heather Garofalo	A	SPA	SPA	SPA	A	A					2	
10	Lauren Gau	SPA;MF	SPA; MF	SPA;MF	SPA;MF	SPA;MF	SPA; MF					0	
11	Lisa Gluz	MF	MF	MF	MF	MF	MF					0	
12	Heidi Jenkins	A	A	MF	MF	MF	MF					2	
13	Albana Lame	SPA;QI;MF	SPA;QI; MF	SPA;QI; MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF					0	
14	Joanne Montgomery	MF	SPA;QI;MF	SPA;QI	MF	SPA;QI;MF	SPA;QI;MF					0	
15	Richard Radocchia	SPA;QI;MF	SPA;QI	MF	SPA;QI;MF	SPA;QI;MF	SPA; MF					0	
16	Christine Romanik	QI;MF	QI;MF	MF	QI;MF	QI;MF	QI;MF					0	
17	Aaron Stuart	-	-	-	-	SPA	A					1	
18	Roberta Stewart	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF					0	
19	Charlotte Teel	A	SPA	SPA	SPA	SPA	SPA					1	
20	Donald Winfrey	-	-	-	-	MF	A					1	