



*Max Cisneros, Co-Chair*

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### Membership/Finance Committee Meeting Minutes

**Meeting Date:** Friday, February 14, 2020  
**Start Time:** 10:50 am  
**End Time:** 11: 55 pm  
**Location:** Burroughs Community Center  
**Presiding Chair:** Max Cisneros  
**Recorder:** Sara Seaburg

#### Summary of Committee Votes

- Approval of January 10, 2020 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 10:50 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

Max announced that the M/F Committee is looking for a new co-chair.

#### (3.0) Approval of January 10, 2020 Meeting Minutes

A motion to approve the January 10, 2020 minutes was made by Joanne Montgomery and seconded by Chris Cole.

**For: (6)** Stewart, Cokley, Gau, Gluz, Cuiman, Cole

**Against: (0)**

**Abstain: (4)** Delgado, Montague, Cisneros, Montgomery

#### (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 3 applications where the attendance requirements have been met and 2 new applications to review:

Joanne Montgomery made a motion to move into executive session and Roberta Stewart seconded it.

**For: (10)** Stewart, Cokley, Gau, Gluz, Cuiman, Cole, Delgado, Montague, Cisneros, Montgomery  
**Against: (0)**  
**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Joanne Montgomery seconded it.

**For: (10)** Stewart, Cokley, Gau, Gluz, Cuiman, Cole, Delgado, Montague, Cisneros, Montgomery  
**Against: (0)**  
**Abstain: (0)**

VOTE: Joanne Montgomery made a motion to approve the Planning Council Membership Applications of Ken Flyte, Mitchell Namias and Linda Ferraro and Lauren Gau seconded it:

**For: (10)** Stewart, Cokley, Gau, Gluz, Cuiman, Cole, Delgado, Montague, Cisneros, Montgomery  
**Against: (0)**  
**Abstain: (0)**

2 new applicants were invited into the Planning Council application process.

Chris Cole made a motion to extend the meeting 10 minutes and Joanne Montgomery seconded it.

**For: (10)** Stewart, Cokley, Gau, Gluz, Cuiman, Cole, Delgado, Montague, Cisneros, Montgomery  
**Against: (0)**  
**Abstain: (0)**

c. **Review PC Member Attendance**

We reviewed all PC member attendance and it has been reported accurately.

Roberta Stewart made a motion to extend the meeting 6 minutes and Joanne Montgomery seconded it.

**For: (10)** Stewart, Cokley, Gau, Gluz, Cuiman, Cole, Delgado, Montague, Cisneros, Montgomery  
**Against: (0)**  
**Abstain: (0)**

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 38%. We also discussed that our maximum number of PC members is 45 and to work towards that goal as well as keeping in mind our reflectiveness mandate from HRSA.



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e. **Planning Council Meeting Feedback from January 10, 2020.**

Staff presented the survey results and most feedback was favorable. There were fewer comments this month.

Joanne Montgomery made a motion to extend the meeting 5 minutes and Roberta Stewart seconded it.

**For: (10)** Stewart, Cokley, Gau, Gluz, Cuiman, Cole, Delgado, Montague, Cisneros, Montgomery

**Against: (0)**

**Abstain: (0)**

f. **Determine Future Planning Council Training**

Roberta suggested that we contact Merck as they have a speaker who does a very good training on Stigmatizing Language. Staff will contact them.

**(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
Meeting Attendance Policy	How long at a meeting determines attendance is met

**(6.0) Adjournment**

The meeting adjourned at 11:55 am



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**Membership Finance Committee Attendance Record – 2020**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	A	-	-						
2.	<b>Max Cisneros Co-Chair</b>	A	X	-	-						
3.	Cassandra Cokley	X	X	-	-						
4.	David Colbert	A	A	-	-						
5.	<i>Chris Cole PC Co-Chair</i>	X	X	-	-						
6.	Loreen Cuiman	X	X	-	-						
7.	Sabrina Delgado	A	X	-	-						
8.	Lauren Gau	X	X	-	-						
9.	Lisa Gluz	X	X	-	-						
10.	Albana Lame	X	A	-	-						
11.	Ronald Montague	-	X	-	-						
12.	Joanne Montgomery	X	X	-	-						
13.	Daniel Pettit	A	A	-	-						
14.	Richard Radocchia	X	A	-	-						
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-						
16.	Charlotte Teel	A	A	-	-						
	Ryan White Office	X	X	-	-						
	Planning Council Staff	X	X	-	-						
	% of Council present:	63%	63%	-	-						

Guests: Ken Flyte, Linda Ferraro, Mitchell Namais, Robert James, Armando Erba