



Max Cisneros, Co-Chair

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, January 10, 2020
Start Time: 10:37 am
End Time: 11:49 pm
Location: Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of November 15, 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

Roberta called the meeting to order at 10:37 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

Roberta announced that the M/F Committee is looking for a new co-chair since Rich stepped down.

(3.0) Approval of November 15, 2019 Meeting Minutes

A motion to approve the November 15, 2019 minutes was made by Chris Cole and seconded by Loreen Cuiman

For: (7) Stewart, Lame, Cokely, Gau, Gluz, Cuiman, Cole

Against: (0)

Abstain: (1) Ardila

(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

Max Cisneros, Co-Chair

We currently have one application where the attendance requirements have been met. Lauren Gau made a motion to move into executive session and Chris Cole seconded it.

For: (7) Stewart, Lame, Cokely, Gau, Gluz, Cuiman, Cole, Ardila, Montgomery, Radocchia, Cokely
Against: (0)
Abstain: (0)

Rich Radocchia made a motion to come out of executive session and Joanne Montgomery seconded it.

For: (7) Stewart, Lame, Cokely, Gau, Gluz, Cuiman, Cole, Ardila, Montgomery, Radocchia, Cokely
Against: (0)
Abstain: (0)

VOTE: Joanne Montgomery made a motion to approve the Planning Council Membership Application of Ronald Montague and Lauren Gau seconded it:

For: (7) Stewart, Lame, Cokely, Gau, Gluz, Cuiman, Cole, Ardila, Montgomery, Radocchia, Cokely
Against: (0)
Abstain: (0)

2 new applications were presented and 1 application where the applicant was on hold was also reviewed. It was decided to invite all 3 applicants into the application process.

Chris Cole made a motion to extend the meeting 15 minutes and Inthiany Ardila seconded it.

Lauren Gau made a motion to move into executive session and Chris Cole seconded it.

For: (7) Stewart, Lame, Cokely, Gau, Gluz, Cuiman, Cole, Ardila, Montgomery, Radocchia, Cokely
Against: (0)
Abstain: (0)

c. **Review PC Member Attendance**

There was no attendance to review since it's the beginning of the new year and all attendance resets.

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 32%. 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. Staff was asked to review all of the formulas in the spreadsheet.

e. **Planning Council Meeting Feedback from November 15, 2019**

Staff presented the survey results and most feedback was favorable. There were comments asking to help attendees feel more comfortable and also that there be an awareness of an 'insider group'.



Max Cisneros, Co-Chair

f. **Determine Future Planning Council Training**

It was decided that there will be training today and in February there will be a new Planning Council member training focusing on the 'code of conduct'.

g. **Review Expenditures by Service Category**

Lakeisha Green presented the expenditures by service category and all service categories are right on target.

(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 11:49 am



Max Cisneros, Co-Chair

Membership Finance Committee Attendance Record – 2020

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

Guests: Ken Flyte, Ronald Montague, Linda Ferraro, Mitchell Namais