

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez & Heidi Jenkins, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, May 12, 2017
Start Time: 10:32am
End Time: 11:40 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of April 7, 2017 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

There were none

(3.0) Approval of April 7, 2017 Meeting Minutes -

A motion to approve the April 7, 2017 minutes was made by Joanne Montgomery and seconded by Lauren Gau

For: (4) Stewart, Gau, Delgado, Montgomery

Against: (0)

Abstain: (5) Cole, Grant, Langley, Romanik, Cokley

(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

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Joanne Montgomery made a motion to move into executive session and Lauren Gau seconded it.

For: (9) Jenkins, Stewart, Romanik, Gau, Delgado, Montgomery, Cole, Cokley, Ardila

Against: (0)

Abstain: (0)

We have 2 new applications to discuss where attendance requirements have been met.

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

For: (9) Romanik, Jenkins, Stewart, Sanchez, Gau, Lewis, Delgado, Ardila, Cokley

Against: (0)

Abstain: (0)

Chris Cole made a motion to approve the application of Wallace Daniels and forward to Planning Council for final approval and Joanne Montgomery seconded it:

For: (9) Romanik, Jenkins, Stewart, Sanchez, Gau, Lewis, Delgado, Ardila, Cokley

Against: (0)

Abstain: (0)

Joanne Montgomery made a motion to approve the application of Marvin Brown and forward to Planning Council for final approval and Lauren Gau seconded it:

For: (9) Romanik, Jenkins, Stewart, Sanchez, Gau, Lewis, Delgado, Ardila, Cokley

Against: (0)

Abstain: (0)

c. **Review PC Member Attendance**

Attendees reviewed attendance and determined that it was reportedly 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 35%. We are deficient in other areas that we will continue to improve upon.

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

Staff shared an update regarding the Bring 1 campaign and it's been very successful.

f. **Planning Council Meeting Feedback from April 7, 2017**

Staff presented the survey results and all feedback was favorable. There were many comments and one especially regarding race/ethnicity and reflectiveness and how's it recorded.

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g. **Recipient Report**

- Almost every lead contract is out for signatures
 - They will have all of their reports due back to the federal government by end of May
 - Site visits scheduled for program, quality and fiscal.
-
- Roberta Stewart made a motion to extend the meeting by 10 minutes and Joanne Montgomery seconded it.

For: (9) Romanik, Jenkins, Stewart, Sanchez, Gau, Lewis, Delgado, Ardila, Cokley

Against: (0)

Abstain: (0)

(5.0) Open Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	New

(6.0) Announcements

(7.0) Adjournment

The meeting adjourned at 11: 40 am

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Membership Finance Committee Attendance Record – 2017

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	WE	WE	A	A					
2.	Steven Bonell	-	-	-	-	A					
3.	Bradford Briggs	A	WE	WE	A	A					
4.	Cassandra Cokley	A	WE	WE	A	X					
5.	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X					
6.	Sabrina Delgado	X	WE	WE	X	X					
7.	Thomas Evans	-	-	-	-	A					
8.	Heather Garofalo	A	WE	WE	A	A					
9.	Lauren Gau	X	WE	WE	X	X					
10.	Ryan Grant	-	-	-	-	X					
11.	Heidi Jenkins Co-Chair	X	WE	WE	X	A					
12.	Albana Lame	-	-	-	-	A					
13.	Clara Langley	-	-	-	-	X					
14.	Gerald Lewis	X	WE	WE	A	A					
15.	Joanne Montgomery	A	WE	WE	X	X					
16.	Raphael Muniz	A	WE	WE	X	A					
17.	Christine Romanik	X	WE	WE	A	X					
18.	Mark Sanchez Co-Chair	X	WE	WE	X	A					
19.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X					
20.	Charlotte Teel	A	WE	WE	A	A					
	Ryan White Office	X	WE	WE	X	X					
	Planning Council Staff	X	WE	WE	X	X					
	% of Council present:	53%	WE	WE	47%	45%					

Guests: Marvin Brown, Wallace Daniels