

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday April 3, 2014
Start Time: 2:00pm
End Time: 2:42pm
Location: Burrough's Community Center
Presiding Chair: Beverly Leach
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of March 6, 2014 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

Beverly Leach called the meeting to order at 2:00pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

There were no announcements

(4.0) Approval of March 6, 2014 Meeting Minutes

A motion to approve the March 6, 2014 minutes was made by Tom Kidder and seconded by Beverly Leach.

For: (2) Kidder, Leach

Against: (0)

Abstain: (4) Muniz, Tierney, Datcher, Kuerze

(5.0) New Business/Old Business

a. Review Membership/Finance Planning Council Activity Timeline (PCAT)

This topic was tabled

b. Assist with the Membership Recruitment Campaign

2. This topic was tabled

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a. Review PC Member Attendance

This topic was tabled

b. Analyze PC Membership for Federal Reflectiveness Mandate

This topic was tabled

c. Manage the Membership Application Process

We have 2 brand new applications received today.

Tom Kidder made a motion to move into executive session and Brian Kuerze seconded it in order to discuss the applications

For: (6) Kidder, Muniz, Tierney, Datcher, Leach, Kuerze

Against: (0)

Abstain: (0)

Tom Kidder made a motion to come out of executive session and Brian Datcher seconded it.

For: (6) Kidder, Muniz, Tierney, Datcher, Leach, Kuerze

Against: (0)

Abstain: (0)

It was decided that the new applicants will be invited into the application process.

Raphael Muniz made a motion to move the current Planning Council application to Planning Council for final approval and Brian Datcher seconded it.

For: (6) Kidder, Muniz, Tierney, Datcher, Leach, Kuerze

Against: (0)

Abstain: (0)

An application for Co-Chair of the Planning Council was presented by Jeff.

Tom Kidder made a motion to move this co-chair application to the Planning Council for final approval and seconded by Brian Datcher

For: (6) Kidder, Muniz, Tierney, Datcher, Leach

Against: (0)

Abstain: (1)Kuerze

d. Review Planning Council Feedback/Feedback Form

Beverly reviewed the Planning Council feedback form and all feedback was very favorable.

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(6.0) Grantee's Report

- Tom presented this report
- Tom will bring the expenditure report to the Executive Committee next week.
- Beth was introduced as Gail's replacement to Tom's office
- Notice of Grant award – there has been no notice yet, Tom will begin a 3 month budget in order to secure service continuation
- If the NGA comes during this process – a 12 month budget can then be done.
- All award letters will be sent electronically to speed up the process.

h. Parking Lot Items

- Examine 3 year Emergency Financial Assistance budgeted VS. spend trend – this was presented at the meeting:
 - The committee asked that this reflect a (5) year trend and would like to request that data
 - If it's possible, can the committee see where the EFA extra funds were allocated to
 - There is also a typo on 2011 Cost Per Client – it should be \$376.66
 - Are there differences by regions regarding the reallocation of the EFA funds?
 - Jeff and Tom are going to continue to look into this and will get back to answer all of these requests. This may take some time.
- The Quarterly Financial reporting Directive needs to be sent to the SPA committee to address the issue of no July meeting. This item is closed as it's been moved to the SPA committee.
- The Planning Council Survey Results will come back to M/F after they are completely reviewed at next week's Executive Committee meeting
- Survey previous Planning Council members and ask why they left

(7.0) Announcements

The next meeting will take place on Thursday May 1, 2014 from 2:00 – 4:00pm.

(8.0) Adjournment

The meeting adjourned at 2:20pm

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Membership Finance Committee Attendance Record – 2014

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Ric Browne	A	A	A	A						
2.	Brian Datcher	X	A	A	X						
3.	Heather Garofalo	A	A	A	A						
4.	Heidi Jenkins	A	A	A	A						
5.	Tom Kidder	A	X	X	X						
6.	Brian Kuerze	A	A	A	X						
7.	<i>Beverly Leach PC Co-Chair</i>	A	X	X	X						
8.	Ronald Lee	A	A	A	A						
9.	Joanne Montgomery	X	A	A	A						
10.	Raphael Muniz	-	-	-	X						
11.	Alex Ortiz Co-Chair	X	X	X	A						
12.	Christine Romanik	A	A	A	A						
13.	Poonam Sharma	A	A	A	A						
14.	Robert Sideleau	X	A	A	X						
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	A						
16.	Lauren Tierney	A	A	A	X						
17.	Dennis Torres	A	A	A	A						
18.	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	29%	29%	29%	41%						