

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz Co-Chair

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## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday May 1, 2014  
**Start Time:** 1:50pm  
**End Time:** 2:42pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Alex Ortiz  
**Recorder:** Sara Seaburg

### Summary of Committee Votes

- Approval of April 3, 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

Alex called the meeting to order at 1:50pm. 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 April 3, 2014 Meeting Minutes

A motion to approve the April 3, 2014 minutes was made by Tom Kidder and seconded by Lauren Tierney

**For: (4)** Kidder, Muniz, Kuerze, Tierney

**Against: (0)**

**Abstain: (2)** Ortiz, Stewart

#### (5.0) 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. Review PC Member Attendance

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported.



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**c. 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 19%. We need (4) Non-Conflicted consumers on the Planning Council in order to bring them this percentage up.

The following was discussed as ways to help with this:

- Staff was asked to reach out to regional leads and follow up with this.
- The Grantee can discuss this at the Care Continuum meetings.
- We can also work with Bob and his attendees at his trainings.
- Medical Case Managers may be able to reach out to their clients.
- Jerrod will e-mail staff with another suggestion.

**d. Manage the Membership Application Process**

We have 1 brand new application and 1 application where the attendance requirement has been met.

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

**For: (6)** Kidder, Muniz, Tierney, Ortiz, Stewart, Kuerze

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Tom Kidder seconded it.

**For: (6)** Kidder, Muniz, Tierney, Ortiz, Stewart, Kuerze

**Against: (0)**

**Abstain: (0)**

It was decided that the new applicant, Sabrina Delgado will be invited into the application process.

Brian Kuerze made a motion to move the current Planning Council application where all the attendance requirements, for Jerod Geter have been met to Planning Council for final approval and Tom Kidder seconded it.

**For: (5)** Kidder, Muniz, Tierney, Stewart, Kuerze

**Against: (0)**

**Abstain: (1)** Ortiz

**e. Review Planning Council Feedback/Feedback Form**

Alex reviewed the Planning Council feedback form and all feedback was very favorable. There was a comment regarding the voting process for a new Planning Council Co-Chair. This item is being added to the M/F parking lot with a resolution of the following:

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Regardless of the number of candidates for the position of Planning Council Co-Chair, a ballot vote will be taken. This is within the guideline in the By-Laws for voting procedure for Planning Council Co-Chair.

**f. Assist in the Assessment of the Administrative Agency**

Jeff presented on this and explained what this process is, the questions that are asked and why we this process is needed.

**(6.0) Grantee's Report**

- Tom presented this report
- Tom shared that he had a call with the project officer, Sera Morgan who said that the award was due anytime between now and the middle of May. On Tuesday he saw that other jurisdictions were receiving their award amounts and was told that there were different batches of notices sent and we are in a different batch. He is still waiting on this information. Tom will check in with his region leads to ensure that he will be able to do a 12 month contract which will be much simpler than separate contract time frames.

**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. This will be resolved during the PSRA process through the SPA Committee.
- The Planning Council Survey Results will come back to M/F after they are completely reviewed at next week's Planning Council meeting
- Survey previous Planning Council members and ask why they left

**(7.0) Announcements**

- A question was asked regarding the potential of collapsing this committee. This will be further discussed next Friday at Executive Committee.
- The next meeting will take place on Thursday June 6, 2014 from 2:00 – 4:00pm.

**(8.0) Adjournment**

The meeting adjourned at 2:42pm

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**Membership Finance Committee Attendance Record – 2014**

	<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.	Ric Browne	A	A	A	A	A					
2.	Heather Garofalo	A	A	A	A	A					
3.	Heidi Jenkins	A	A	A	A	A					
4.	Tom Kidder	A	X	X	X	X					
5.	<i>Brian Kuerze PC Co-Chair</i>	A	A	A	X	X					
6.	Ronald Lee	A	A	A	A	A					
7.	Sylvia Mitchell	-	-	-	-	A					
8.	Joanne Montgomery	X	A	A	A	A					
9.	Raphael Muniz	-	-	-	X	X					
10.	<b>Alex Ortiz Co-Chair</b>	X	X	X	A	X					
11.	Christine Romanik	A	A	A	A	A					
12.	Poonam Sharma	A	A	A	A	A					
13.	Robert Sideleau	X	A	A	X	A					
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	A	X					
15.	Lauren Tierney	A	A	A	X	X					
16.	Dennis Torres	A	A	A	A	A					
17.	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Council present:	29%	29%	29%	38%	38%					

Guests: Jerrod Geter, Teyonte Best