

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday June 5, 2014
Start Time: 2:17pm
End Time: 2:42pm
Location: Burrough's Community Center
Presiding Chair: Alex Ortiz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of May 1, 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 2:17pm. 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 May 1, 2014 Meeting Minutes -

A motion to approve the May 1, 2014 minutes was made by Tom Kidder and seconded by Jerod Geter.

For: (3) Kidder, Stewart, Kuerze,

Against: (0)

Abstain: (2) Ortiz, Geter

(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 18%. We are in need of individuals who will help increase this number.

- Roberta will reach out to Bob Sideleau to ask him about the attendees of his trainings to see if they would be interested in becoming a Planning Council Meeting.
- Roberta and Brian will speak directly to the regional leads at the next Planning Council meeting regarding getting more consumers involved in Planning Council during the Co-Chair announcement portion of the meeting.
- Tom will talk about this at the CHPC
- Tom Kidder will speak with the Triangle Community Center to see if they can identify any consumers as well.
- Alex suggested possibly coming up with cards that would advertise about the Planning Council.
- Face book was also a suggested as a way to reach out to a larger audience.

d. Manage the Membership Application Process –

We have 1 brand new application and 2 applications where the attendance requirement has been met.

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

For: (5) Kidder, Stewart, Kuerze, Ortiz, Geter

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to come out of executive session and Brian Kuerze seconded it.

For: (5) Kidder, Stewart, Kuerze, Ortiz, Geter

Against: (0)

Abstain: (0)

It was decided that the new applicant, Gerald Lewis will be invited into the application process.

Roberta Stewart made a motion to move the current Planning Council applications where all the attendance requirements, for Mark Sanchez and Sabrina Delgado have been met to Planning Council for final approval and Brian Kuerze seconded it.

For: (4) Kidder, Stewart, Kuerze, Geter

Against: (0)

Abstain: (0) Ortiz

e. Review Planning Council Feedback/Feedback Form



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

f. Assist in the Assessment of the Administrative Agency –

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

There was a motion made by Roberta Stewart to accept the (6) qualifying factors in the Assessment of the Administrative Agency and was seconded by Tom Kidder

For: (4) Kidder, Stewart, Kuerze, Geter

Against: (0)

Abstain: (0) Ortiz

(6.0) Grantee's Report

- Tom presented this report
- The rest of the award was received and it was a total of 5.7 million which was a total reduction of 5% as was projected.
- These amounts have been e-mailed out throughout the region along with award letters.
- Subcontractors have also been sent their contracts as well
- These will be due back on July 21st with the draw down documents as well.
- Contract Template has been completed and given to the attorney for review.
- Contractors were all able to do one 12 month contract now, that's much easier.
- Conditions of Award are currently being worked on in the Grantee's Office.
- A progress report will be due by the end of July by Staff for the Grantee.
- Site visits will begin with chart audits in early July.

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

- The next meeting will take place on Thursday August 7, 2014 from 2:00 – 4:00pm.
- There are no meetings in July

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(8.0) Adjournment

The meeting adjourned at 3:23pm

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

Guests: Jamel Farmer