

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday September 4, 2014
Start Time: 2:00 pm
End Time: 3:21 pm
Location: Burrough's Community Center
Presiding Chair: Brian Kuerze
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of August 7, 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

Brian called the meeting to order at 2:00 pm. 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 August 7, 2014 Meeting Minutes -

A motion to approve the August 7, 2014 minutes was made by Ric Browne and seconded by Bob Sideleau.

For: (2) Kidder, Browne

Against: (0)

Abstain: (3) Kuerze, Mitchell, Muniz

(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. Poonam Sharma has attendance issues with



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Planning Council. Executive Council looks good. Ronald Lee has been contacted on numerous occasions via phone, email, and US Mail without response, today he is officially removed from the council. Poonam Sharma is in danger of being removed from council because of committee attendance as well.

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 11%. We are in need of individuals who will help increase this number.

- Fall / Spring consumer recruitment
- Use tear-off flyers to place in clinics, book stores, and places of special populations
- Quality training might be a great avenue to pursue new members
- Bridgeport consortium and providers to pursue new members
- MCM to identify consumers to pursue new members. Possibly go to MCM training and request consumers to join the PC
- Recruitment lunches in each region beginning with Bridgeport at the agency
- Marketing material that Sara worked on:
 - Brochure: Change the contact number from Jeff's to Sara. Add the location of the meetings as a suggestion. Brian suggested, maybe someone would like to come to a meeting to see how the meetings are conducted prior to joining. For more information and meeting location visit us on the web at.... Butcher suggested: change the font of the brochure.
 - Business Cards:

d. Manage the Membership Application Process –

We have 2 brand new applications for review.

Bob Sideleau made a motion to move into executive session and Tom Kidder seconded it in order to discuss the application.

For: (4) Bob, Tom Kidder, Ric, Brian

Against: (0)

Abstain: (1) Roberta

Bob Sideleau made a motion to come out of executive session and Tom Kidder seconded it.

For: (4) Bob, Tom Kidder, Ric, Brian

Against: (0)

Abstain: (1) Roberta

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

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e. Review Planning Council Feedback/Feedback Form

Roberta reviewed the Planning Council feedback form and all feedback was very favorable. Questions are becoming stale and begin a fresher look for new question in the New Year.

f. Review Expenditures by Service Category –

This will be done at next month's meeting.

g. Discuss the Need for a New Co-Chair –

Suggestion to move Mem/Fi to Friday before Executive from 9:30 to 10:30 to increase participation and reduce the inability to meet quorum. It will make meeting days similar in time. First Thursday will be 4hrs while second Friday will be 4.5hrs. It will also allow for a good teaching tool about what will take place in PC. Next week at the Executive Committee, talk about moving the Mem/Fi meeting.

Suggested that Tom Kidder would be considered as the co-chair of MEM/FI. Jerod Geter also considered as co-chair of MEM/FI.

(6.0) Grantee's Report

- Thomas Schucker, presented this report on behalf of Tom Butcher
- All contracts are completed
- 4 out of the 5 regions have submitted their draw downs for payments
- Once all regional draw downs are received, the expenditure report will be completed. This should be done by the October meeting.
- The grant application is underway and should be ready to submit by the end of next week. It is due by September 19, 2014.

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.
- Survey previous Planning Council members and ask why they left
- Refresh/Redesign the PC feedback form in the New Year

(7.0) Announcements

- The next meeting will take place on Thursday October 2, 2014 from 2:00 – 4:00pm

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(8.0) Adjournment

The meeting adjourned at 3:21pm

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	X	X		
2.	Sabrina Delgado	-	-	-	-	-	-	A	A		
3.	Heather Garofalo	A	A	A	A	A	A	A	A		
4.	Heidi Jenkins	A	A	A	A	A	A	A	A		
5.	Jerod Geter	-	-	-	-	-	X	A	A		
6.	Tom Kidder	A	X	X	X	X	X	X	X		
7.	<i>Brian Kuerze PC Co-Chair</i>	A	A	A	X	X	X	X	X		
8.	Sylvia Mitchell	-	-	-	-	A	A	A	X		
9.	Joanne Montgomery	X	A	A	A	A	A	A	A		
10.	Raphael Muniz	-	-	-	X	X	A	A	X		
11.	Alex Ortiz Co-Chair	X	X	X	A	X	X	A	A		
12.	Christine Romanik	A	A	A	A	A	A	X	A		
13.	Mark Sanchez	-	-	-	-	-	-	A	A		
14.	Poonam Sharma	A	A	A	A	A	A	A	A		
15.	Robert Sideleau	X	A	A	X	A	A	X	A		
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	A	X	X	X	A		
17.	Lauren Tierney	A	A	A	X	X	A	A	A		
18.	Dennis Torres	A	A	A	A	A	A	A	A		
19.	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	29%	29%	29%	38%	38%	29%	33%	28%		

Guests: Kenneth McLellan, Jackie Robertson