

# 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 and Alex Ortiz  
**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 Tom Kidder.

**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.



**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.

**d. Manage the Membership Application Process –**

We had 2 brand new applications for review.

Tom Kidder made a motion to move into executive session and Ric Browne seconded it in order to discuss the applications.

**For: (6)** Kidder, Browne, Muniz, Mitchell, Ortiz, Kuerze

**Against: (0)**

**Abstain: (0)**

Tom Kidder made a motion to come out of executive session and Ric Browne seconded it.

**For: (6)** Kidder, Browne, Muniz, Mitchell, Ortiz, Kuerze

**Against: (0)**

**Abstain: (0)**

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

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

Alex reviewed the Planning Council feedback form from August 15<sup>th</sup> meeting and all feedback was very favorable. Brian reviewed the Planning Council feedback form from the special Planning Council PSRA meeting on August 26<sup>th</sup> and feedback was very favorable.

**f. Review Expenditures by Service Category –**

This will be done at next month's meeting.

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

This was discussed again. Jerod Geter was also considered as co-chair of MEM/FI. Alex is going to reach out to him and see if he is interested. Tom Kidder also may be interested as well but would prefer Jerod be co-chair.

**(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.



*Alex Ortiz Co-Chair*

---

- 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 Friday October 10, 2014 from 10:30am – 11:30am

**(8.0) Adjournment**

The meeting adjourned at 2:37pm

**Ryan White EMA Planning Council**  
New Haven and Fairfield Counties



Alex Ortiz Co-Chair

**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	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.	<b>Alex Ortiz Co-Chair</b>	X	X	X	A	X	X	A	X		
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%	33%		

Guests: Kenneth McLellan, Jackie Robertson