

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday October 10, 2014
Start Time: 10:35 am
End Time: 11:55 pm
Location: Burrough's Community Center
Presiding Chair: Alex Ortiz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of September 4, 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 10:30am. 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 September 4, 2014 Meeting Minutes -

A motion to approve the September 4, 2014 minutes was made by Brian Kuerze and seconded by Ric Browne.

For: (3) Muniz, Browne, Kuerze

Against: (0)

Abstain: (3) Stewart, Jenkins, Ortiz

(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 11%. We are in need of individuals who will help increase this number. We have heard from HRSA and they have requested an action plan to get our non-conflicted membership number up since we are out of compliance. The following ideas were shared to increase consumer involvement:

- Incentives within the region
- Transportation provided with the region
- Getting case managers involved and going into the regions and have consumer luncheons.
- Marketing materials – brochure, business cards. These can be e-mailed to all providers to print and distribute.
- Moving of M/F meeting to the 2nd Friday of each month may be helpful
- Thomas Schucker is developing an action plan to present to HRSA and will include all of these points.

d. Manage the Membership Application Process –

We had 3 brand new applications for review. We also have 1 application where the attendance requirements have been met.

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

For: (7) Geter, Muniz, Jenkins, Browne, Stewart, Ortiz, Kuerze

Against: (0)

Abstain: (0)

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

For: (7) Geter, Muniz, Jenkins, Browne, Stewart, Ortiz, Kuerze

Against: (0)

Abstain: (0)

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

Ric Browne made a motion to approve the application of Kenneth McLellan for Planning Council membership and move to Planning Council for final approval and Heidi Jenkins seconded it. Brian Kuerze spoke in favor of this with details. Roberta mentioned that he has a positive attitude and reliable as well. Heidi also spoke in favor of his enthusiasm.

For: (6) Geter, Muniz, Jenkins, Browne, Stewart, Kuerze

Against: (0)

Abstain: (1) Ortiz

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e. Review Planning Council Feedback/Feedback Form

Alex reviewed the Planning Council feedback form from the September 12, 2014 meeting and all feedback was very, 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. He said he would consider doing this and let us know. He needs to speak to his employer.

(6.0) Grantee's Report

Tom Butcher, the grantee presented on this.

- The grant has been submitted
- They are going out to bid for a new Quality Improvement contract.
- Once he receives all site visit reports, he'll build in the financial piece as well. The report will include Quality, Program and Fiscal components.
- The Financial report for the first 6 months of the fiscal year was requested for today's M/F meeting but has not yet been completed.
- If Tom determines that this report is not to Tom's satisfaction, this will be presented next month.
- HRSA is looking for a plan from the council to increase our consumer non-conflicted status on our reflectiveness.

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 November 14, 2014 from 10:30am – 11:30am

(8.0) Adjournment

The meeting adjourned at 11:55am

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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	A	A	X	X	X	
2.	Sabrina Delgado	-	-	-	-	-	-	A	A	A	
3.	Heather Garofalo	A	A	A	A	A	A	A	A	A	
4.	Heidi Jenkins	A	A	A	A	A	A	A	A	X	
5.	Jerod Geter	-	-	-	-	-	X	A	A	X	
6.	Tom Kidder	A	X	X	X	X	X	X	X	A	
7.	<i>Brian Kuerze PC Co-Chair</i>	A	A	A	X	X	X	X	X	X	
8.	Sylvia Mitchell	-	-	-	-	A	A	A	X	A	
9.	Joanne Montgomery	X	A	A	A	A	A	A	A	A	
10.	Raphael Muniz	-	-	-	X	X	A	A	X	X	
11.	Alex Ortiz Co-Chair	X	X	X	A	X	X	A	X	X	
12.	Christine Romanik	A	A	A	A	A	A	X	A	A	
13.	Mark Sanchez	-	-	-	-	-	-	A	A	A	
14.	Poonam Sharma	A	A	A	A	A	A	A	A	A	
15.	Robert Sideleau	X	A	A	X	A	A	X	A	A	
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	A	X	X	X	A	X	
17.	Lauren Tierney	A	A	A	X	X	A	A	A	A	
18.	Dennis Torres	A	A	A	A	A	A	A	A	A	
19.	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	29%	29%	29%	38%	38%	29%	33%	33%	39%	