

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Jerod Geter, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, January 16, 2015
Start Time: 10:30 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Jerod Geter
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of November 14, 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

Jerod called the meeting to order at 10:32am. 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 none

(4.0) Approval of November 14, 2014 Meeting Minutes -

A motion to approve the November 14, 2014 minutes was made by Joanne Montgomery and seconded by Ric Browne.

For: (6) Muniz, McLellan, Jenkins, Stewart, Ortiz, Montgomery

Against: (0)

Abstain: (2) Browne, 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. We also reviewed all monthly tasks and made updates for FY2015.

b. Review PC Member Attendance

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

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 20%. We are in need of individuals who will help increase this number.

d. Assist with the Membership Recruitment Campaign

Staff (Sara) has been visiting the different regions and presenting on our Planning Council. So far she has been to New Haven and will be visiting Bridgeport next week.

e. New Planning Council Membership Training

This training will take place in May and we will discuss this further to work out the best time/day, possibly Friday, May 15, 2015.

f. Manage the Membership Application Process –

We have 1 brand new application for review. We also have 2 applications where the attendance requirements have been met.

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

For: (7) Muniz, McLellan, Jenkins, Stewart, Ortiz, Montgomery, Browne

Against: (0)

Abstain: (1) Geter

Roberta Stewart made a motion to come out of executive session and Ric Browne seconded it.

For: (7) Muniz, McLellan, Jenkins, Stewart, Ortiz, Montgomery, Browne

Against: (0)

Abstain: (1) Geter

It was decided that we would only bring on (1) of the applicants where the attendance requirement has been met. Patricia Ducatel has been accepted to be moved to Planning Council for final approval.

It was decided that the new applicant, Daphne McLellan will not be invited into the application process at this time due to the non-compliance of the HRSA mandate.

Roberta Stewart made a motion to extend the meeting to 11:45am and Ric Browne seconded it.

For: (7) Muniz, McLellan, Jenkins, Stewart, Ortiz, Montgomery, Browne

Against: (0)

Abstain: (1) Geter



Joanne Montgomery made a motion to approve the application of Patricia Ducatel for Planning Council membership and move to Planning Council for final approval and to hold on the 2nd application for Inthiany Ardilla and Ralphael Muniz seconded it.

For: (7) Muniz, McLellan, Jenkins, Stewart, Ortiz, Montgomery, Browne

Against: (0)

Abstain: (1) Geter

g. Review Planning Council Feedback/Feedback Form

Alex reviewed the Planning Council feedback form from the November 14, 2014 meeting and all feedback was very favorable.

h. Review Expenditures by Service Category

- Tom Butcher, the grantee presented this report through November 30, 2014
- This does not reflect any budget revisions that have been submitted.
- The report was presented by total EMA and then broken out by region.
- Overall the % of expense for this point in the year was very good at 72.19%. This is still within a very good range.
- All region leads have been contacted by the Grantee to review these percentages and identify any areas of concern.
- There has been an emphasis from HRSA to not have any carryover and if this is the case, then there may some administrative oversight.

h. Parking Lot Items

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

(6.0) Announcements

- The next meeting will take place on Friday February 13, 2015 from 10:30am – 11:30am

(7.0) Adjournment

The meeting adjourned at 11:45am

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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	X									
2.	Chris Cole	A									
3.	Sabrina Delgado	A									
4.	Heather Garofalo	A									
5.	Heidi Jenkins	X									
6.	Jerod Geter	X									
7.	Tom Kidder	A									
8.	<i>Brian Kuerze PC Co-Chair</i>	A									
9.	Kenneth McLellan	X									
10.	Joanne Montgomery	X									
11.	Raphael Muniz	X									
12.	Alex Ortiz Co-Chair	X									
13.	Jackie Robertson	A									
14.	Christine Romanik	A									
15.	Mark Sanchez	A									
16.	Robert Sideleau	A									
17.	<i>Roberta Stewart PC Co-Chair</i>	X									
18.	Charlotte Teel	A									
19.	Lauren Tierney	A									
20.	Dennis Torres	A									
21.	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	40%									

Guests: Patricia Ducatel, Daphne McLellan, Tyrone Robinson