

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz, Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, February 13, 2015
Start Time: 10:36 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Alex Ortiz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of February 13, 2015 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 10:37am. 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 February 13, 2015 Meeting Minutes -

A motion to approve the January 16, 2015 minutes was made by Joanne Montgomery and seconded by Ric Browne.

For: (6) Muniz, McLellan, Stewart, Montgomery, Browne, Ducatel

Against: (0)

Abstain: (1) 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. We also reviewed all monthly tasks and made updates for FY2015.

b. Review PC Member Attendance



Alex Ortiz, Co-Chair

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 24%. We are in need of individuals who will help meet this mandate in 4 total categories. Tom mentioned that he would like to see

d. Manage the Membership Application Process –

We have 5 brand new applications for review. We also have 2 applications for renewal as well.

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

For: (6) Muniz, McLellan, Stewart, Montgomery, McLellan, Ducatel

Against: (0)

Abstain: (1) Ortiz

Joanne Montgomery made a motion to come out of executive session and Raphael Muniz seconded it.

For: (6) Muniz, McLellan, Stewart, Montgomery, Browne, Ducatel

Against: (0)

Abstain: (1) Ortiz

Raphael Muniz made a motion to move the (2) renewal applications forward to Planning Council for final approval and Roberta Stewart seconded it.

For: (6) Muniz, McLellan, Stewart, Montgomery, Browne, Ducatel

Against: (0)

Abstain: (1) Ortiz

It was decided that the (5) new applications will be invited into the application process.

e. Review Planning Council Feedback/Feedback Form

Alex reviewed the Planning Council feedback form from the January 16, 2015 meeting. There were many comments regarding the meeting feeling crowded, otherwise feedback was favorable.

f. Grantee Report

- The fiscal year is coming to an end and there have been some delays in finalizing end of year documents.
- The carryover funds should be available for all regions
- They have gone out to bid for Quality Improvement and responses are due on February 24th.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz, Co-Chair

- 80% of the 2014 award is expected to come in soon.
- Once the award is received, Tom will be working with Jeff to determine the Planning Council budget.
- The Rand Corporation is studying the impact of the ACA on the Ryan White Programs. They are requesting a site visit in our region. Tom is still awaiting the details.

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
- Review Planning Council membership application and look at time frame for meeting attendance requirements, 90 days was suggested.
- Please consider transmission mode for Planning Council application and adding it to the Federal Reflectiveness Mandate.

(6.0) Announcements

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

(7.0) Adjournment

The meeting adjourned at 11:45am

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Alex Ortiz, Co-Chair

Membership Finance Committee Attendance Record – 2014

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Ric Browne	X	X								
2.	Chris Cole	A	A								
3.	Sabrina Delgado	A	A								
4.	Patricia Ducatel	-	X								
5.	Heather Garofalo	A	A								
6.	Heidi Jenkins	X	A								
7.	Jerod Geter	X	A								
8.	Tom Kidder	A	A								
9.	<i>Brian Kuerze PC Co-Chair</i>	A	A								
10.	Kenneth McLellan	X	X								
11.	Joanne Montgomery	X	X								
12.	Raphael Muniz	X	X								
13.	Alex Ortiz Co-Chair	X	X								
14.	Jackie Robertson	A	A								
15.	Christine Romanik	A	A								
16.	Mark Sanchez	A	A								
17.	Robert Sideleau	A	A								
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
19.	Charlotte Teel	A	A								
20.	Lauren Tierney	A	A								
21.	Dennis Torres	A	A								
22.	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	40%	33%								

Guests: Daphne McLellan, Tyrone Robinson, Johnny Rivera, Fran McMullen, Angel Banks