

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz, Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, March 13, 2015
Start Time: 10:31 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Brian Kuerze
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

Brian called the meeting to order at 10:31am. 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

- Jerod Geter has had to resign due to taking on a new position with another company. We are in need of a co-chair for this committee.

(4.0) Approval of February 13, 2015 Meeting Minutes -

A motion to approve the February 13, 2015 minutes was made by Joanne Montgomery and seconded by Kenneth McLellan.

For: (3) McLellan, Montgomery, Ducatel

Against: (0)

Abstain: (2) Kuerze, Jenkins

(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. Manage the Membership Application Process –

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

Joanne Montgomery made a motion to move into executive session and Kenneth McLellan seconded it in order to discuss the applications.

For: (4) McLellan, Montgomery, Ducatel, Jenkins

Against: (0)

Abstain: (1) Kuerze

Heidi Jenkins made a motion to come out of executive session and Kenneth McLellan seconded it.

For: (4) McLellan, Montgomery, Ducatel, Jenkins

Against: (0)

Abstain: (1) Kuerze

Joanne Montgomery made a motion to move the 3 applications, Christine Romanik, Johny Rivera and Ken Teel forward to Planning Council for final approval and Heidi Jenkins seconded it.

For: (5) McLellan, Montgomery, Ducatel, Jenkins, Kidder

Against: (0)

Abstain: (1) Kuerze

c. Review PC Member Attendance

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

d. 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 29%. We are in need of individuals who will help meet this mandate in 4 total categories. Tom mentioned that he would like to see the transmission mode for Planning Council members.

e. Review Planning Council Feedback/Feedback Form

Brian reviewed the Planning Council feedback form from the February 13, 2015 meeting. There were many comments regarding the meeting feeling crowded, otherwise feedback was favorable.

f. Assist with Membership Recruitment Campaign

Staff spoke at a consumer forum in the Stamford/Norwalk region about Planning Council, the committees, and the need for more members. There is also a parking lot item to survey previous members and see why they left.

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Brian Kuerze made a motion to extend the meeting 10 minutes and Joanne Montgomery seconded it:

For: (5) McLellan, Montgomery, Ducatel, Jenkins, Kidder

Against: (0)

Abstain: (1) Kuerze

g. Grantee Report

Tom Butcher, the grantee presented on this.

- Tom received about 80% of last year's award and he'll be sending out award letters and will be moving forward with contracts.
- A presentation with all of the regional allocations based on this money and how it is to be distributed.

Joanne Montgomery made a motion to accept the regional allocation amounts as presented by the Ryan White Part A office and Heidi Jenkins seconded it.

For: (5) McLellan, Montgomery, Ducatel, Jenkins, Kidder

Against: (0)

Abstain: (1) Kuerze

- We will vote on these regional allocations during the Planning council meeting.
- He'll be working on the Planning Council and QI contract earlier this year.
- Arvil is working on the RW services report at this time.

h. Parking Lot Items

- Survey previous Planning Council members and ask why they left – this was discussed and it was recommended that moving forward, we have a 3 – 5 questionnaire that we ask them to complete over the phone. This will be discussed in April
- Refresh/Redesign the PC feedback form in the New Year
- Create a transportation policy – this will be discussed in April
- 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. – this will be discussed in April

(6.0) Announcements

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

(7.0) Adjournment

The meeting adjourned at 11:39am

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Membership Finance Committee Attendance Record – 2015

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Ric Browne	X	X	A							
2.	Chris Cole	A	A	A							
3.	Sabrina Delgado	A	A	A							
4.	Patricia Ducatel	-	X	X							
5.	Heather Garofalo	A	A	A							
6.	Heidi Jenkins	X	A	X							
7.	Jerod Geter	X	A	A							
8.	Tom Kidder	A	A	X							
9.	<i>Brian Kuerze PC Co-Chair</i>	A	A	X							
10.	Kenneth McLellan	X	X	X							
11.	Joanne Montgomery	X	X	X							
12.	Raphael Muniz	X	X	A							
13.	Alex Ortiz Co-Chair	X	X	A							
14.	Jackie Robertson	A	A	A							
15.	Christine Romanik	A	A	A							
16.	Mark Sanchez	A	A	A							
17.	Robert Sideleau	A	A	A							
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A							
19.	Charlotte Teel	A	A	A							
20.	Lauren Tierney	A	A	A							
21.	Dennis Torres	A	A	A							
22.	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	40%	33%	29%							

Guests: Daphne McLellan, Tyrone Robinson, Johnny Rivera, Ken Teel