

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz, Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, April 10, 2015
Start Time: 10:33 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of March 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

Roberta 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

- Raphael Muniz will be the new co-chair of this committee and Christine Romanik will become the new co-chair for QI. This announcement will be made during the Planning Council,

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

A motion to approve the March 13, 2015 minutes was made by Joanne Montgomery and seconded by Brian Kuerze.

For: (3) Jenkins, Montgomery, Kuerze

Against: (0)

Abstain: (3) Muniz, Robertson, Stewart

(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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The topic of how long does an application sit in the process while attempting to meet their attendance requirement. Do we put a specific time frame on this? If this time frame is decided upon, this information should be included on the M/F application. A suggestion was made that this time frame be 90 days from the point of invitation. Once that 90 days is coming up, the individual be contacted and reminded of the time frame.

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 32%. We are in need of individuals who will help meet this mandate in 4 total categories.

e. Review Planning Council Feedback/Feedback Form

Roberta reviewed the Planning Council feedback form from the March 13, 2015 meeting. There was a comment about the size of the room. Also there was a comment regarding the number of guests attending from one agency. This has been addressed with the agency and we will revisit in the future if needed.

f. Assist with Membership Recruitment Campaign

At this time there are no more new applications. We will continue to look for new members.

g. Parking Lot Items to Discuss

1. 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. The committee was presented with a survey that was created by Staff. Staff will call members who have left and conduct this survey over the phone preferably and by e-mail if necessary.
 - Recommendations for the survey – remove question #2.
 - We will continue to discuss this next month
2. Transportation Policy – there was one included in the packet that the committee reviewed. This will be attached to the updated planning council application.

A motion was made by Bob Sideleau to extend the meeting 15 minutes and seconded by Brian Kuerze

For: (6) Jenkins, Montgomery, Kuerze, Sideleau, Muniz, Robertson

Against: (0)

Abstain: (1) Stewart

A motion was made to approved the transportation policy by Joanne Montgomery and seconded by Bob Sideleau

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For: (6) Jenkins, Montgomery, Kuerze, Sideleau, Muniz, Robertson

Against: (0)

Abstain: (1) Stewart

h. Grantee Report

Tom Butcher reported on this:

- The expenditure by Service Category report was presented. For fiscal year 2014, 98.98% of the total award was spent. The carryover total is \$17,938.00
- A request was made to see the original budget vs. revised budget next to each other.

i. Parking Lot Items

- 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. Discuss in May
- Please consider transmission mode for Planning Council application and adding it to the Federal Reflectiveness Mandate. – this will be discussed in May

(6.0) Announcements

- AIDS Walk New Haven is happening Sunday, April 12th.
- The next meeting will take place on Friday May 8th or May 15th, 2015 from 10:30am – 11:30am. To be determined at the April Planning Council meeting immediately following this meeting today.

(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	A						
2.	Chris Cole	A	A	A	A						
3.	Sabrina Delgado	A	A	A	A						
4.	Patricia Ducatel	-	X	X	A						
5.	Heather Garofalo	A	A	A	A						
6.	Heidi Jenkins	X	A	X	X						
7.	Tom Kidder	A	A	X	A						
8.	<i>Brian Kuerze PC Co-Chair</i>	A	A	X	X						
9.	Kenneth McLellan	X	X	X	A						
10.	Joanne Montgomery	X	X	X	X						
11.	Raphael Muniz	X	X	A	X						
12.	Alex Ortiz Co-Chair	X	X	A	A						
13.	Johny Rivera	-	-	-	A						
14.	Jackie Robertson	A	A	A	X						
15.	Christine Romanik	A	A	A	A						
16.	Mark Sanchez	A	A	A	A						
17.	Robert Sideleau	A	A	A	X						
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X						
19.	Charlotte Teel	A	A	A	A						
20.	Ken Teel	-	-	-	A						
21.	Lauren Tierney	A	A	A	A						
22.	Dennis Torres	A	A	A	A						
23.	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	40%	33%	29%	32%						