

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, May 8, 2015
Start Time: 10:33 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Raphael Muniz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of April 10, 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

Raphael called the meeting to order at 10:40 am. 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

(4.0) Approval of April 10, 2015 Meeting Minutes -

A motion to approve the April 10, 2015 minutes was made by Roberta Stewart and seconded by Ric Browne

For: (2) Robertson, Stewart

Against: (0)

Abstain: (4) Browne, Delgado, Torres, Muniz

(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 –

We currently have no new applications at this time. Members shared their ideas on how to promote Planning Council membership to consumers in their region.

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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. Members who have (3) absences were contacted personally regarding our attendance requirements. A discussion took place regarding our current attendance policy.

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. Staff will reach out to consumers during the QUICK survey to see if they are interested in joining the Planning Council.

e. Review Planning Council Feedback/Feedback Form

Raphael reviewed the Planning Council feedback form from the April 10, 2015 meeting. All feedback was favorable.

f. New Planning Council Membership Training

This took place during the Membership Finance Committee Meeting. In the future, the request was made to hold New Planning Council member training at a time outside of a regularly scheduled meeting. Also, the idea of having a mentor style relationship with new members may be something to consider.

g. Parking Lot Items to Discuss

1. Survey previous Planning Council members and ask why they left – The newly updated exit interview was reviewed and accepted by the committee.
2. Review the updated Planning Council Application – this process was started and will continue in May

h. Grantee Report

Tom Butcher reported on this:

Tom reviewed the budget and compared the original budget and the current budget and explained the differences. Staff will ensure in the future he will present his quarterly expenditure report this way.

i. Parking Lot Items

- Refresh/Redesign the PC feedback form in the New Year
- Review Planning Council membership application and look at time frame for meeting attendance requirements, 90 days was suggested. Discuss in June
- Please consider transmission mode for Planning Council application and adding it to the Federal Reflectiveness Mandate. – this will be discussed in June

(6.0) Announcements

- The next meeting will take place on Friday June 4, 2015 from 10:30am – 11:30am.

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(7.0) Adjournment

The meeting adjourned at 11:31am

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