

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, August 14, 2015
Start Time: 10:34 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Alex Ortiz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of June 12, 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 10:34 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

All participants introduced themselves.

(2.0) Co-Chair Announcements

(3.0) Approval of June 12, 2015 Meeting Minutes -

A motion to approve the June 12, 2015 minutes was made by Roberta Stewart and seconded by Joanne Montgomery

For: (3) Jenkins, Montgomery, Stewart

Against: (0)

Abstain: (7) Romanik, Ortiz, Delgado, McLellan, Romanick, Tierney, Sanchez

(4.0) 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 –



Alex Ortiz & Raphael Muniz, Co-Chairs

We currently have no new applications at this time. One applicant has met their committee requirement and just needs to meet a Planning Council meeting to fulfill his attendance requirement.

A discussion occurred regarding people who are currently in the application process for Planning Council membership who have not contacted or responded to contact from the M/F committee within 90 days of the application being invited into the application process.

Roberta would like the committee to make a decision as a whole to implement the 90 day application process and not address it as a case by case basis. This will be discussed later on the agenda.

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. All members with 4 absences have been sent a letter and all members with 3 absences have been contacted with a notification regarding this.

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 asked that the committee stay aware of our 'Out of EMA' applications when looking at new applicants for the Planning Council.

e. Review Planning Council Feedback/Feedback Form

Raphael reviewed the Planning Council feedback form from the June 12, 2015 and also the July 22, 2015 meeting. All feedback was generally favorable with comments regarding appropriate discussions for committees. The comments regarding a specific discussion about regional funding and possible cuts were talked about and the committee decided to have the SPA committee address this during the upcoming Planning Council meeting with support from Roberta as Planning Council Chair.

f. Assist with the Membership Recruitment Campaign

Raphael Muniz is still aggressively been marketing our Planning Council in his region. Lauren mentioned that they will be having ;

g. Discuss Planning Council Co-Chair Application Process

Staff presented the updated Co-Chair application to the committee and listed all eligible Planning Council members.

h. Parking Lot Items to Discuss

1. Update the Planning Council Application to include the Transportation Policy, time allowed for Planning Council application of 90 days, and add transmission mode for Planning Council application and include it in the Federal Reflectiveness Mandate.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Joanne Montgomery made a motion to extend the meeting 15 minutes and Roberta seconded it.

For: (10) Jenkins, Montgomery, Stewart, Romanik, Ortiz, Delgado, McLellan, Romanick, Tierney, Sanchez

Against: (0)

Abstain: (0)

The committee reviewed the current Planning Council membership application and the updates that were requested to be made.

- Mode of Transmission added – there were questions regarding this and Roberta will ask this during the PO Call: In terms of Reflectiveness – is it prevalence or incidents? Also – how will this information be used?
- Simplify the language throughout the application to be more easily understood.
- This discussion will continue in September

Joanne made a motion to approve the 90 day policy regarding invited membership applications and whose applications are pending and Roberta seconded it.

For: (10) Jenkins, Montgomery, Stewart, Romanik, Ortiz, Delgado, McLellan, Romanick, Tierney, Sanchez

Against: (0)

Abstain: (0)

i. Grantee Report

Tom Butcher reported on this:

- Expenditures will be presented at next month's meeting in September
- Grantee report will take place during Planning Council meeting.

(5.0) Parking Lot Items

- Can staff please look at the legislation that talks about Planning Council and bring it to the next September M/F meeting.
- Update PCAT with most recent numbers regarding our Reflectiveness from DPH each year.
- Update the Feedback form and review current questions.

(6.0) Announcements

- The next meeting will take place on Friday August 14, 2015 from 10:30am – 11:30am.

(7.0) Adjournment

The meeting adjourned at 11:45m

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

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	X	A			
2.	Chris Cole	A	A	A	A	A	A	A			
3.	Sabrina Delgado	A	A	A	A	X	A	X			
4.	Patricia Ducatel	-	X	X	A	A	X	A			
5.	Heather Garofalo	A	A	A	A	A	A	A			
6.	Heidi Jenkins	X	A	X	X	A	X	X			
7.	Tom Kidder	A	A	X	A	A	X	A			
8.	Kenneth McLellan	X	X	X	A	A	X	X			
9.	Joanne Montgomery	X	X	X	X	X	X	X			
10.	Raphael Muniz Co-Chair	X	X	A	X	X	X	X			
11.	Alex Ortiz Co-Chair	X	X	A	A	A	X	X			
12.	Johny Rivera	-	-	-	A	A	A	A			
13.	Jackie Robertson	A	A	A	X	X	X	A			
14.	Christine Romanik	A	A	A	A	A	A	X			
15.	Mark Sanchez	A	A	A	A	A	X	X			
16.	Robert Sideleau	A	A	A	X	A	A	A			
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X			
18.	Charlotte Teel	A	A	A	A	A	A	A			
19.	Ken Teel	-	-	-	A	A	A	A			
20.	Lauren Tierney	A	A	A	A	A	A	X			
21.	Dennis Torres	A	A	A	A	X	X	A			
22.	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	40%	33%	29%	32%	32%	59%	48%			

Daphne McLellan