

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, September 11, 2015
Start Time: 10:35 am
End Time: 11:45 pm
Location: Burrough's Community Center
Presiding Chair: Raphael Muniz
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of August 14, 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 10:35 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

There were none

(3.0) Approval of August 14, 2015 Meeting Minutes -

A motion to approve the August 14, 2015 minutes was made by Roberta Stewart and seconded by Christine Romanik

For: (3) Sanchez, Romanik, Stewart

Against: (0)

Abstain: (3) Robertson, Ortiz, Muniz

(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 –

One applicant has met their attendance requirement, Charles Green.

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Roberta Stewart made a motion to accept the application of Charles Green and move it to the Planning Council for final approval and Christine Romanik seconded it.

For: (6) Sanchez, Romanik, Stewart, Robertson, Ortiz, Muniz

Against: (0)

Abstain: (0)

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 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 30%. We are in need of individuals who will help meet this mandate in 4 total categories.

e. Review Planning Council Feedback/Feedback Form

Raphael reviewed the Planning Council feedback form from the August 14, 2015 meeting. All feedback was generally favorable.

f. Assist with the Membership Recruitment Campaign

The Stamford/Norwalk region is having a consumer forum on October 13th from 1:00 – 2:30 and there will be a Planning Council presentation either by staff or by Lauren Tierney. Raphael continues to discuss the Planning Council throughout the Bridgeport region. The Waterbury region has been working hard on their consortium and they may partner with the continuum. Jackie will speak with his consumer advisory group to see if anyone may be interested in applying to the Planning Council. Roberta offered to travel to Waterbury to help present about the Planning Council.

g. Discuss Planning Council Co-Chair Application Process

At this time there are no applications. At the SPA committee meeting there was a conversation regarding the By-Laws and possibly looking at the requirements for eligibility for Planning Council Co-Chair position. Currently the items that may be considered would be 'living in the EMA'

A motion was made by Roberta Stewart to ask the SPA Committee to review the bylaws section regarding Planning council Co-chair Eligibility to see if this area needs to be amended and Christine Romanik seconded it.

For: (6) Sanchez, Romanik, Stewart, Robertson, Ortiz, Muniz

Against: (0)

Abstain: (0)



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. Staff will make copies of different EMAs/TGAs Planning Council Membership Applications and this committee will review these in October.

i. Grantee Report

There was no representative from the Grantee's office due to the AIDS Conference in Washington DC.

(5.0) Parking Lot Items

- Can staff please look at the legislation that talks about Planning Council and bring it to the next October 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 October 9, 2015 from 10:30am – 11:30am.

(7.0) Adjournment

The meeting adjourned at 11:45m

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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	X	X	A	A		
2.	Chris Cole	A	A	A	A	A	A	A	A		
3.	Sabrina Delgado	A	A	A	A	X	A	X	A		
4.	Patricia Ducatel	-	X	X	A	A	X	A	A		
5.	Heather Garofalo	A	A	A	A	A	A	A	A		
6.	Heidi Jenkins	X	A	X	X	A	X	X	A		
7.	Tom Kidder	A	A	X	A	A	X	A	A		
8.	Kenneth McLellan	X	X	X	A	A	X	X	A		
9.	Joanne Montgomery	X	X	X	X	X	X	X	A		
10.	Raphael Muniz Co-Chair	X	X	A	X	X	X	X	X		
11.	Alex Ortiz Co-Chair	X	X	A	A	A	X	X	X		
12.	Johny Rivera	-	-	-	A	A	A	A	A		
13.	Jackie Robertson	A	A	A	X	X	X	A	X		
14.	Christine Romanik	A	A	A	A	A	A	X	X		
15.	Mark Sanchez	A	A	A	A	A	X	X	X		
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X	X		
17.	Charlotte Teel	A	A	A	A	A	A	A	A		
18.	Ken Teel	-	-	-	A	A	A	A	A		
19.	Lauren Tierney	A	A	A	A	A	A	X	A		
20.	Dennis Torres	A	A	A	A	X	X	A	A		
21.	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	A		
	% of Council present:	40%	33%	29%	32%	32%	59%	48%	30%		