



Alex Ortiz & Raphael Muniz, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, January 8, 2016
Start Time: 10.46 am
End Time: 11:38 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of November 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 10:46 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

Roberta reminded everyone that meetings are now recorded

(3.0) Approval of November 13, 2015 Meeting Minutes -

A motion to approve the November 13, 2015 minutes was made by Joanne Montgomery and seconded by Jackie Robertson

For: (5) Robertson, Romanik, Jenkins, Montgomery, Sanchez

Against: (0)

Abstain: (1) Stewart

(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. Review Scope of Work for 2016

The PCAT was reviewed to see if any updates needed to be made for the upcoming year. At this time, there were no updates made and we'll continue to review this next month.



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c. Manage the Membership Application Process

We have one new application that was discussed.

Joanne Montgomery made a motion to go into executive session to discuss the new application that was received and Christine Romanik seconded it.

For: (5) Robertson, Romanik, Jenkins, Montgomery, Sanchez

Against: (0)

Abstain: (1) Stewart

Joanne Montgomery made a motion to come out of executive session and Christine Romanik seconded it.

For: (5) Robertson, Romanik, Jenkins, Montgomery, Sanchez

Against: (0)

Abstain: (1) Stewart

It was decided that this applicant will be invited into the membership application process. It was also decided that the 3 current applicants who have an 'on hold' status will be contact by staff and let them know we would like to move them to the Planning Council for final approval.

d. Review PC Member Attendance

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. Since it's the beginning of the New Year, everyone starts out with '0' absences.

e. 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 28%.

f. Review Planning Council Feedback/Feedback Form

Roberta reviewed the Planning Council feedback form from the November 13, 2015 meeting. All feedback was generally favorable. We discussed the issue of feedback forms and decided that after today's Planning Council meeting, we will no longer use these forms and will look into other ways to receive feedback.

g. Assist with the Membership Recruitment Campaign

We are looking forward to possible ways to have some focus groups within our EMA. This process will continue in order to get more consumers to the table.

h. Planning Council Co-Chair Nominations

The application of Chris Cole for Planning Council Co-Chair was reviewed.



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Joanne Montgomery made a motion to go move this application to Planning Council for final approval that was received and Jackie Robertson seconded it.

For: (6) Robertson, Romanik, Jenkins, Montgomery, Sanchez, Stewart

Against: (0)

Abstain: (0)

i. Grantee Report

Tom Butcher gave this report:

- RFPs are going out and due back on February 9th. There may be a clerical issue with this due date and Tom is looking into it.
- There is concern about possible disruption in care in the Waterbury region due to the potential buyout of Waterbury Hospital by a for profit organization. Tom will keep the committee informed along the way.
- Beth will give an update during the PC meeting on contract amendments.

(5.0) Update Planning Council Application

Staff reviewed a new application for the committee to review. This will be presented at the January M/F Meeting.

Joanne made a motion to extend the meeting by 10 minutes and Jackie seconded it.

For: (7) Robertson, Romanik, Jenkins, Montgomery, Sanchez, Stewart, Kidder

Against: (0)

Abstain: (0)

(6.0) Parking Lot Items

ITEM	STATUS
Review Updated Planning Council Application	Completed - This was presented at today's meeting.
Refresh/Redesign the PC feedback form in the New Year	Not yet started
Update PCAT with most recent numbers regarding our Reflectiveness from DPH each year	Not yet started

(7.0) Announcements

- The next meeting will take place on February 12, 2016 from 10:30am – 11:30am.

(8.0) Adjournment

The meeting adjourned at 11:38am

Ryan White EMA Planning Council
New Haven and Fairfield Counties



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Membership Finance Committee Attendance Record – 2016

	Council Member	Jan	Feb	March	April		May	June	Aug	Sept	Oct	Nov
1.	Chris Cole	A										
2.	Sabrina Delgado	A										
3.	Heather Garofalo	A										
4.	Heidi Jenkins	X										
5.	Pat Kelly	A										
6.	Tom Kidder	A										
7.	Joanne Montgomery	X										
8.	Raphael Muniz Co-Chair	A										
9.	Alex Ortiz Co-Chair	A										
10.	Johny Rivera	A										
11.	Jackie Robertson	X										
12.	Christine Romanik	X										
13.	Mark Sanchez	X										
14.	<i>Roberta Stewart PC Co-Chair</i>	X										
15.	Charlotte Teel	A										
16.	Ken Teel	A										
17.	Lauren Tierney	A										
18.	Dennis Torres	A										
	Ryan White Office	X										
	Planning Council Staff	X										
	% of Council present:	33%										

Guests: Taylor Lisee