

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Jackie Robertson, Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, August 12, 2016
Start Time: 10:35am
End Time: 11:28 pm
Location: Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of June 10, 2016 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

Chris called the meeting to order at 10:30 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

- Chris reminded everyone that meetings are now recorded.
- We need to discuss the open Co-Chair position
- Jackie has resigned as co-chair and plans to be on the committee next month
- Mark Sanchez has agreed to serve and appointed as co-chair

(3.0) Approval of June 10, 2016 Meeting Minutes -

A motion to approve the June 10, 2016 minutes was made by Joanne Montgomery and seconded by Christine Romanik.

For: (4) Sanchez, Cole, Montgomery, Romanik

Against: (0)

Abstain: (3) Jenkins, Lewis, Delgado

(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.

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Jackie Robertson, Co-Chair

b. Manage the Membership Application Process

We currently have 2 new applications to review.

Joanne Montgomery moved to go into executive session and Christine Romanik seconded it:

For: (7) Sanchez, Cole, Montgomery, Romanik, Jenkins, Lewis, Delgado

Against: (0)

Abstain: (0)

Joanne Montgomery moved to come out of executive session and Christine Romanik seconded it:

For: (7) Sanchez, Cole, Montgomery, Romanik, Jenkins, Lewis, Delgado

Against: (0)

Abstain: (0)

Cassandra Coakley and Eugene Valentine have been invited into the Planning Council membership application process.

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. Ken Teel will be removed from the Planning Council if does not attend today's meeting due to too many absences.

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 21%. We are also deficient in other areas that we will continue to improve upon.

e. Assist with the Membership Recruitment Campaign

- Jeff and Chris Cole are working with the empowerment group to bring young voices to the table.
- Tom – Are there any new voices from the PrEP funded activities that may be interested in joining the PC.
- Gerald is working with groups to try and bring new members but a majority of those are still in the denial stages of being positive.
- A question regarding the travel reimbursement policy came up and staff/PC/Grantee were unsure of the policy. Staff needs to post the policy on the website and also send out to members of the MEM/FI committee.

f. Grantee Report

Tom Butcher gave this report:

- The final grant award came in and there was a decrease of \$36,000 due to a decline in HIV+ cases. Award letters have gone out electronically with a deadline of June 17th. Grantee

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Jackie Robertson, Co-Chair

would like to wait for expenditure reports until all contracts are executed the 12mo contracts. Grantee will come back Sept/Oct to have the first expenditure report.

- Grantee has presented 1 of 4 reports to date

(5.0) Open Parking Lot Item Regarding Planning Council Feedback

ITEM	STATUS

(6.0) Announcements

- There were none.

(7.0) Adjournment

The meeting adjourned at 11:40 am

Membership Finance Committee Attendance Record – 2016

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	-	-	X	X	X	A	A			
2.	Bradford Briggs	-	-	-	A	A	A	A			
3.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X	X	X			
4.	Sabrina Delgado	A	A	A	A	A	A	X			
5.	Heather Garofalo	A	A	A	A	A	A	A			
6.	Heidi Jenkins	X	A	X	X	X	A	X			
7.	Pat Kelly	A	X	X	A	X	X	A			
8.	Gerald Lewis	-	-	-	-	-	A	X			
9.	Joanne Montgomery	X	X	X	A	X	X	X			
10.	Raphael Muniz	A	X	A	A	X	A	A			
11.	Jackie Robertson Co-Chair	X	X	X	X	X	X	A			
12.	Christine Romanik	X	A	X	X	A	X	X			
13.	Mark Sanchez	X	X	X	X	X	X	X			
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	A			
15.	Charlotte Teel	A	A	A	A	A	A	A			
16.	Ken Teel	A	A	A	X	A	A	A			
17.	Lauren Tierney	A	A	A	A	A	A	A			
18.	Dennis Torres	A	X	A	A	A	A	A			
19.	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	33%	39%	47%	40%	45%	37%	39%			

Guests: