

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez, Co-Chair

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, September 9, 2016
Start Time: 10:37am
End Time: 11:24 pm
Location: Burrough's Community Center
Presiding Chair: Mark Sanchez
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of August 12, 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

Mark called the meeting to order at 10:37 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

- Mark introduced himself as the new co-chair of this committee

(3.0) Approval of August 12, 2016 Meeting Minutes -

A motion to approve the August 12, 2016 minutes was made by Christine Romanik and seconded by Heidi Jenkins

For: (2) Romanik, Jenkins

Against: (0)

Abstain: (4) Ardila, Muniz, Stewart, 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

We have no new applications. We do have the renewal application for Lauren Gau whose attendance is in good standing.



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Roberta Stewart made a motion that we move into executive session and Sabrina Delgado seconded it.

For: (7) Sanchez, Ardila, Delgado, Muniz, Romanik, Jenkins, Stewart

Against: (0)

Abstain: (0)

Roberta Stewart made a motion that we move out of executive session and Sabrina Delgado seconded it.

For: (7) Sanchez, Ardila, Delgado, Muniz, Romanik, Jenkins, Stewart

Against: (0)

Abstain: (0)

Roberta Stewart made a motion that we accept Lauren Tierney's application for renewal and move to the Planning Council for final approval and Christine Romanik seconded it.

For: (7) Sanchez, Ardila, Delgado, Muniz, Romanik, Jenkins, Stewart

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 were not accurately reported. Staff made an adjustment and added Sabrina Delgado as being in attendance for the M/F meeting in August.

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 18%. We are also deficient in other areas that we will continue to improve upon. The attendees discussed the issues of ethnicity vs. race and how we collect his data for reflectiveness. It was suggested that we look at the HRSA reporting requirements and follow those. This is a question for the project officer and will be asked on the next PO call. We also talked about the risk category percentages and how we classify these.

e. Assist with the Membership Recruitment Campaign

- A suggestion was made to have every region bring 1 person who is non-conflicted.
- The Waterbury continuum continues to discuss the need for more non-conflicted consumers for our Planning Council

f. Grantee Report

Tom Butcher gave this report:

- He presented the Expenditure by Service Categories from March – May 2016. We are currently at 22.02% on average across the regions. The EIS-MAI is currently at 29.9% which is a little high.

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(5.0) Open Parking Lot Item Regarding Planning Council Feedback

ITEM	STATUS
On the next PO call, can we ask her how to handle the race vs. ethnicity question for our reflectiveness mandate	Pending
Can we discuss how we classify the risk categories on our Reflectiveness Mandate	Pending

(6.0) Announcements

- Heidi will be resigning from the Planning Council due to job responsibilities. She is considering perhaps only coming one day per month for M/F and PC and will think more about this.

(7.0) Adjournment

The meeting adjourned at 11:24 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	X		
2.	Bradford Briggs	-	-	-	A	A	A	A	A		
3.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X	X	X	A		
4.	Sabrina Delgado	A	A	A	A	A	A	X	X		
5.	Heather Garofalo	A	A	A	A	A	A	A	A		
6.	Heidi Jenkins	X	A	X	X	X	A	X	X		
7.	Pat Kelly	A	X	X	A	X	X	A	A		
8.	Gerald Lewis	-	-	-	-	-	A	X	A		
9.	Joanne Montgomery	X	X	X	A	X	X	X	A		
10.	Raphael Muniz	A	X	A	A	X	A	A	X		
11.	Jackie Robertson	X	X	X	X	X	X	A	A		
12.	Christine Romanik	X	A	X	X	A	X	X	X		
13.	Mark Sanchez Co-Chair	X	X	X	X	X	X	X	X		
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	A	X		
15.	Charlotte Teel	A	A	A	A	A	A	A	A		
16.	Lauren Gau	A	A	A	A	A	A	A	A		
17.	Dennis Torres	A	X	A	A	A	A	A	A		
18.	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	33%	39%	47%	40%	45%	37%	39%	41%		

Guests: