

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez & Heidi Jenkins, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Friday, January 13, 2017
Start Time: 10:38am
End Time: 11:24 pm
Location: Burrough's Community Center
Presiding Chair: Mark Sanchez
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of November 4, 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

Roberta called the meeting to order at 10:32 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 November 4, 2016 Meeting Minutes -

A motion to approve the November 4, 2016 minutes was made by Christine Romanik and seconded by Roberta Stewart

For: (3) Romanik, Jenkins, Stewart

Against: (0)

Abstain: (5) Sanchez, Gau, Lewis, Delgado, Ardila

(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 Expenditures by Service Category

Lakeisha Green presented data and said that all service categories should be at approximately 75% and most of them are on target. Medical Transportation, Health Insurance Premiums and EFA are all a little low but that is usual for these areas.



c. **Manage the Membership Application Process**

We have 5 new applications to discuss and review and 1 new renewal application to discuss.

Roberta Stewart a motion that we move into executive session and Christine Romanik seconded it.

For: (8) Romanik, Jenkins, Stewart, Sanchez, Gau, Lewis, Delgado, Ardila

Against: (0)

Abstain: (0)

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

For: (8) Romanik, Jenkins, Stewart, Sanchez, Gau, Lewis, Delgado, Ardila

Against: (0)

Abstain: (0)

It was decided to invite all 5 applicants into our Planning Council membership process.

Christine Romanik made a motion to approve the renewal application of Heidi Jenkins and Lauren Gau seconded it.

For: (6) Romanik, Sanchez, Gau, Lewis, Delgado, Ardila

Against: (0)

Abstain: (2) Stewart, Jenkins

d. **Review PC Member Attendance**

Attendance is brand new for the year so everyone is all set.

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 13%. We are also deficient in other areas that we will continue to improve upon.

f. **Assist with the Membership Recruitment Campaign**

Staff shared an update regarding the Bring 1 campaign and it's been very successful.

g. **Carryover Balance Policy Discussion**

Staff presented the historical data for carryover requests and Roberta explained the history of the carry over request procedure. She also explained why the carryover request was not made for this fiscal year. Attendees viewed these figures and discussed possible options. Ultimately moving forward all funds regardless of how small the amount will come back to the Planning Council for final approval.

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Roberta Stewart a motion that we extend the meeting by 10 minutes and Christine Romanik seconded it.

For: (8) Romanik, Jenkins, Stewart, Sanchez, Gau, Lewis, Delgado, Ardila

Against: (0)

Abstain: (0)

h. **Planning Council Meeting Feedback from November 4, 2016**

Staff presented the survey results and all feedback was favorable. Attendees discussed if this way of surveying members is working. It was decided that we would strongly encourage all PC meeting attendees to add their comments or concerns to the survey as they fill it out.

i. **Recipient Report**

- Lakeisha gave the Expenditures by Service Category Report earlier in the meeting.

(5.0) Open Parking Lot Items

ITEM	STATUS
Can we discuss how we classify the risk categories on our Reflectiveness Mandate	This was discussed and we will continue our discussion.

(6.0) Announcements

(7.0) Adjournment

The meeting adjourned at 11: 39 am

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Membership Finance Committee Attendance Record – 2017

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X									
2.	Bradford Briggs	A									
3.	Cassandra Cokley	A									
4.	<i>Chris Cole PC Co-Chair</i>	A									
5.	Sabrina Delgado	X									
6.	Heather Garofalo	A									
7.	Lauren GaU	X									
8.	Heidi Jenkins Co-Chair	X									
9.	Gerald Lewis	X									
10.	Joanne Montgomery	A									
11.	Raphael Muniz	A									
12.	Christine Romanik	X									
13.	Mark Sanchez Co-Chair	X									
14.	<i>Roberta Stewart PC Co-Chair</i>	X									
15.	Charlotte Teel	A									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	53%									

Guests: Ryan Grant