

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Mark Sanchez & Heidi Jenkins, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, June 9, 2017
Start Time: 10:33am
End Time: 11:40 pm
Location: Burrough's Community Center
Presiding Chair: Heidi Jenkins
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of May 12, 2017 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

Heidi Jenkins 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

There were none

(3.0) Approval of May 12, 2017 Meeting Minutes -

A motion to approve the May 12, 2017 minutes was made by Roberta Stewart and seconded by Chris Cole.

For: (7) Stewart, Gau, Cokley, Langley, Grant, Brown, Cole

Against: (0)

Abstain: (2) Jenkins, Briggs

(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 2 new renewal applications to review, Mark Sanchez and Sabrina Delgado.

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Roberta Stewart made a motion that we approve the renewal applications of Mark Sanchez and Sabrina Delgado and move them to Planning Council for final approval and Chris Cole seconded it.

For: (9) Jenkins, Stewart, Gau, Cole, Cokley, Brown, Langley, Grant, Briggs

Against: (0)

Abstain: (0)

c. **Review PC Member Attendance**

Attendees reviewed attendance and determined that it was reportedly accurately.

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 43%. We are deficient in other areas that we will continue to improve upon.

e. **Assist in the Assessment of the Administrative Agency**

Staff presented the Assessment of the Administrative Agency process which included the 6 questions asked of the Recipient (Ryan White Office). Attendees reviewed these questions and decided to add a statement of assurance:

- There were no incidents of service disruption within the EMA for FY2016

Chris Cole made a motion to approve the updated Assessment of the Administrative Mechanism assurance statements and Roberta Stewart seconded it.

For: (9) Jenkins, Stewart, Gau, Cole, Cokley, Brown, Langley, Grant, Briggs

Against: (0)

Abstain: (0)

f. **Planning Council Meeting Feedback from May 12, 2017**

Staff presented the survey results and all feedback was favorable. There were many comments made which allows us more information about attendee's experiences.

g. **Recipient Report**

- There was no one from the Ryan White Office in attendance.

(5.0) Open Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	New

(6.0) Announcements

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(7.0) Adjournment

The meeting adjourned at 11: 17 am

Membership Finance Committee Attendance Record – 2017

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	WE	WE	A	A	A				
2.	Steven Bonell	-	-	-	-	A	A				
3.	Bradford Briggs	A	WE	WE	A	A	X				
4.	Marvin Brown	-	-	-	-	-	X				
5.	Cassandra Cokley	A	WE	WE	A	X	X				
6.	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X	X				
7.	Wallace Daniels	-	-	-	-	-	A				
8.	Sabrina Delgado	X	WE	WE	X	X	A				
9.	Thomas Evans	-	-	-	-	A	A				
10.	Heather Garofalo	A	WE	WE	A	A	A				
11.	Lauren Gau	X	WE	WE	X	X	X				
12.	Ryan Grant	-	-	-	-	X	X				
13.	Heidi Jenkins Co-Chair	X	WE	WE	X	A	X				
14.	Albana Lame	-	-	-	-	A	A				
15.	Clara Langley	-	-	-	-	X	X				
16.	Gerald Lewis	X	WE	WE	A	A	A				
17.	Joanne Montgomery	A	WE	WE	X	X	A				
18.	Christine Romanik	X	WE	WE	A	X	A				
19.	Mark Sanchez Co-Chair	X	WE	WE	X	A	A				
20.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X				
21.	Charlotte Teel	A	WE	WE	A	A	A				
	Ryan White Office	X	WE	WE	X	X	A				
	Planning Council Staff	X	WE	WE	X	X	X				
	% of Council present:	53%	WE	WE	47%	45%	43%				

Guests: none