



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Mark Sanchez & Heidi Jenkins, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, October 13, 2017
Start Time: 10:37 am
End Time: 11:12 pm
Location: Burrough's Community Center
Presiding Chair: Mark Sanchez
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of September 15, 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

Mark Sanchez 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

There were none

(3.0) Approval of September 15, 2017 Meeting Minutes -

A motion to approve the September 15, 2017 minutes was made by Joanne Montgomery and seconded by Chris Cole

For: (7) Cole, Jenkins, Langley, Gau, Daniels, Montgomery, Stewart

Against: (0)

Abstain: (3) Ardila, Lame, 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



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We have 1 new application to review, Loreen Cuiman. There were no guests in attendance so there wasn't a reason to go into executive session to discuss her application. It was decided to invite this new applicant into the process.

c. Review PC Member Attendance

Attendees reviewed attendance and determined that it was reported 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 40%. We are deficient in other areas that we will continue to improve upon.

e. Planning Council Meeting Feedback from September 15, 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.

f. Determine Unobligated Balance Estimate

The Recipient, Tom Butcher shared that at this time the number that may be carried forward is \$24,791. There will be discussion as to where this money may be applied. We will discuss where this money should go during the SPA meeting.

g. Recipient Report

- They are working on submitting the grant application on October 25, 2017.
- They are preparing for the site visits in November

(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

(7.0) Adjournment

The meeting adjourned at 11:12 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	WE	WE	A	A	A	-	A	X	
2.	Steven Bonell	-	-	-	-	A	A	-	A	A	
3.	Marvin Brown	-	-	-	-	-	X	-	A	A	
4.	Cassandra Cokley	A	WE	WE	A	X	X	-	A	X	
5.	<i>Chris Cole PC Co-Chair</i>	A	WE	WE	A	X	X	-	X	X	
6.	Wallace Daniels	-	-	-	-	-	A	-	X	X	
7.	Sabrina Delgado	X	WE	WE	X	X	A	-	X	A	
8.	Thomas Evans	-	-	-	-	A	A	-	X	A	
9.	Heather Garofalo	A	WE	WE	A	A	A	-	A	A	
10.	Lauren Gau	X	WE	WE	X	X	X	-	X	X	
11.	Ryan Grant	-	-	-	-	X	X	-	X	A	
12.	Heidi Jenkins Co-Chair	X	WE	WE	X	A	X	-	X	X	
13.	Albana Lame	-	-	-	-	A	A	-	A	X	
14.	Clara Langley	-	-	-	-	X	X	-	X	X	
15.	Gerald Lewis	X	WE	WE	A	A	A	-	A	X	
16.	Joanne Montgomery	A	WE	WE	X	X	A	-	X	X	
17.	Christine Romanik	X	WE	WE	A	X	A	-	X	A	
18.	Mark Sanchez Co-Chair	X	WE	WE	X	A	A	-	A	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	WE	WE	X	X	X	-	X	X	
20.	Charlotte Teel	A	WE	WE	A	A	A	-	A	A	
	Ryan White Office	X	WE	WE	X	X	A	-	X	X	
	Planning Council Staff	X	WE	WE	X	X	X	-	X	X	
	% of Council present:	53%	WE	WE	47%	45%	43%	-	52%	60%	

Guests: