



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, October 12, 2018
Start Time: 10:37 am
End Time: 11:30 pm
Location: Burrough's Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of May 11, 2018 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 10:37 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 May 11, 2018 Meeting Minutes -

A motion to approve the May 11, 2018 minutes was made by Raphael Muniz and seconded by Christine Romanik.

For: (7) Cole, Evans, Lame, Montgomery, Muniz, Stewart, Gau,

Against: (0)

Abstain: (3) Delgado, Jenkins, Romanik

(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 currently have 3 applications where attendance requirements have been met.

A motion was made to move into executive session by Chris Cole and seconded by Albana Lame

For: (10) Gau, Lame, Montgomery, Muniz, Stewart, Evans, Cole, Delgado, Jenkins, Romanik

Against: (0)

Abstain: (0)

A motion was made to move out of executive session by Joanne Montgomery and seconded by Chris Cole

For: (10) Gau, Lame, Montgomery, Muniz, Stewart, Evans, Cole, Delgado, Jenkins, Romanik

Against: (0)

Abstain: (0)

Joanne Montgomery made a motion to accept the 3 applications and move them to the Planning council for final approval and Lauren Gau seconded it.

For: (10) Gau, Lame, Montgomery, Muniz, Stewart, Evans, Cole, Delgado, Jenkins, Romanik

Against: (0)

Abstain: (0)

c. Review PC Member Attendance

The committee reviewed the attendance and determined that all attendance 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 24%. We are working diligently on improving this number along with other areas that we are deficient in. Attendees discussed ways to increase our membership.

e. Planning Council Meeting Feedback from September 14, 2018

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

(5.0) Open Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance
Review membership application to make sure all questions are relevant	Staff will present suggestions that were made during April's MF Meeting – on agenda



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Discussion about current meeting schedule and how to optimize consumer attendance. Also, please take a look at our attendance policy	3/9 discussion took place with various scenarios presented to maximize consumer attendance. This will be an ongoing discussion.
Re-evaluate PC members statuses for April	This will be added to the M/F PCAT in January

(6.0) Announcements

There were none

(7.0) Adjournment

The meeting adjourned at 11:30 am



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Membership Finance Committee Attendance Record – 2018

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	A	A	A	-	-	-	A	
2.	Max Cisneros	A	X	X	X	X	-	-	-	A	
3.	Cassandra Cokley	X	A	X	X	A	-	-	-	A	
4.	<i>Chris Cole PC Co-Chair</i>	A	A	X	X	X	-	-	-	X	
5.	Wallace Daniels	X	X	X	X	A	-	-	-	A	
6.	Sabrina Delgado	X	A	A	A	A	-	-	-	X	
7.	Thomas Evans	A	X	A	X	X	-	-	-	X	
8.	Heather Garofalo	A	A	A	A	A	-	-	-	A	
9.	Lauren Gau	X	X	X	X	X	-	-	-	X	
10.	Heidi Jenkins	A	A	X	A	A	-	-	-	X	
11.	Albana Lame	X	X	X	X	X	-	-	-	X	
12.	Joanne Montgomery	X	X	X	X	X	-	-	-	X	
13.	Raphael Muniz	X	A	A	X	X	-	-	-	X	
14.	Richard Radocchia	-	-	-	-	A	-	-	-	A	
15.	Christine Romanik	X	A	X	X	A	-	-	-	X	
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	-	-	-	X	
17.	Charlotte Teel	A	A	A	A	A	-	-	-	A	
	Ryan White Office	X	X	X	A	X	-	-	-	X	
	Planning Council Staff	X	X	X	A	X	-	-	-	X	
	% of Council present:	59%	41%	45%	59%	48%	-	-	-	59%	

Guests: Loreen Cumin, Lisa Glutz, Clara Langley