



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

*Max Cisneros & Rich Radocchia, Co-Chairs*

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### Membership/Finance Committee Meeting Minutes

**Meeting Date:** Friday, January 11, 2019  
**Start Time:** 10:41 am  
**End Time:** 11:36 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Max Cisneros and Rich Radocchia  
**Recorder:** Sara Seaburg

#### Summary of Committee Votes

- Approval of November 9, 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

Max called the meeting to order at 10:41 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 November 9, 2018 Meeting Minutes -

A motion to approve the November 9, 2018 minutes was made by Chris Cole and seconded by Joanne Montgomery

**For: (9)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Radocchia,

**Against: (0)**

**Abstain: (2)** Cole, Montgomery

#### (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.



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b. **Manage the Membership Application Process**

One new application was presented to the committee for review:

Chris Cole made a motion to go into executive session to discuss this new application and Roberta Stewart seconded it:

**For: (11)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Radocchia, Cole, Montgomery

**Against: (0)**

**Abstain: (0)**

Joanne Montgomery made a motion to come out of executive session and Chris Cole seconded it:

**For: (11)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Radocchia, Cole, Montgomery

**Against: (0)**

**Abstain: (0)**

I was decided to invite this new applicant into the membership process.

c. **Review PC Member Attendance**

We are at the start of new calendar year so there is no attendance to review at this time as it resets.

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 32%. 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 November 9, 2018**

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

f. **Recipient's Report**

Tom Butcher gave the following report:

1. They have submitted 2 RFPs, one to all lead agencies and one for Planning Council support and Quality Assurance monitoring.
2. They have posted the new QA manager position in their office and are waiting on applicants.
3. They are working in conjunction with PC staff on the Getting to Zero campaign in hopes of receiving funding in our EMA in this area.
4. All contracts are moving through the process.



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During the talking points discussion on optimizing PC membership a motion was made by Joanne Montgomery to keep the meeting schedule as is but to include a question on the PC feedback survey asking attendees if other days of the week or times would work better for them and in 6 months once we see any trend towards changing meetings, we will look at this then and Chris Cole seconded it.

**For: (11)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Radocchia, Cole, Montgomery

**Against: (0)**

**Abstain: (0)**

### (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	We will continue to look at this moving forward
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. 1/9: we will revisit this in 6 months after reviewing feedback on this issue on the PC feedback survey.
Re-evaluate PC members statuses for April	This will be added to the M/F PCAT in January

A motion to extend the meeting was made by Chris Cole and seconded by Joanne Montgomery

**For: (11)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Radocchia, Cole, Montgomery

**Against: (0)**

**Abstain: (0)**

### (6.0) Announcements

There were none

### (7.0) Adjournment

The meeting adjourned at 11:36 am



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**Membership Finance Committee Attendance Record – 2019**

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

Guests: Sarah Lewis-Stoe, Donald Winfrey