

*Max Cisneros & Rich Radocchia, Co-Chairs*

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### **Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, May 10, 2019  
**Start Time:** 10:30 am  
**End Time:** 11:30 pm  
**Location:** Burroughs Community Center  
**Presiding Chair:** Rich Radocchia  
**Recorder:** Sara Seaburg

#### **Summary of Committee Votes**

- Approval of April 12, 2019 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**

Rich called the meeting to order at 10:30 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 April 12, 2019 Meeting Minutes**

A motion to approve the April 12, 2019 minutes was made by Christine Romanik and seconded by Roberta Stewart

**For: (11)** Stewart, Gau, Romanik, Gluz, Lame, Radocchia, Jenkins, Cokley, Cisneros, Winfrey, Colbert

**Against: (0)**

**Abstain: (4)** Radocchia, Ardila, Cumin, 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**

We currently have one application in process awaiting attendance requirements.

**c. Review PC Member Attendance**

We reviewed all PC member attendance and it was determined that it was reported accurately. There are 2 members who will be removed from the council due to excessive absences.

**d. Analyze PC Membership for Federal Reflectiveness Mandate**

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 35%.

**e. Planning Council Meeting Feedback from April 12, 2019**

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

**f. Determine Future Planning Council Training**

June - Planning Council New Member Training.

**(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
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.

**(6.0) Adjournment**

The meeting adjourned at 11:30 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	A	A	A	X					
2.	<b>Max Cisneros Co-Chair</b>	X	X	A	X	X					
3.	Cassandra Cokley	A	X	A	X	X					
4.	David Colbert	-	-	-	-	X					
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	A					
6.	Loreen Cuiman	X	X	X	A	X					
7.	Sabrina Delgado	A	X	A	A	A					
8.	Thomas Evans	X	X	X	X	A					
9.	Heather Garofalo	A	A	A	A	A					
10.	Lauren Gau	X	X	X	X	X					
11.	Lisa Gluz	X	X	X	X	X					
12.	Heidi Jenkins	A	A	X	X	X					
13.	Albana Lame	X	X	X	X	X					
14.	Clara Langley	A	A	A	A	A					
15.	Joanne Montgomery	X	X	A	A	X					
16.	Raphael Muniz	A	A	A	A	A					
17.	<b>Richard Radocchia Co-Chair</b>	X	A	X	X	X					
18.	Christine Romanik	X	X	X	X	X					
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X					
20.	Aaron Stuart	-	-	-	-	X					
21.	Charlotte Teel	A	A	A	A	A					
22.	Donald Winfrey	-	-	-	-	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Council present:	59%	63%	53%	58%	68%					

Guests: Ken Flight