

*Rich Radocchia & Gigi Chaux, Co-Chairs*

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**Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, June 10, 2022  
**Start Time:** 10:32 am  
**End Time:** 11:15 am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

- Approval of May 13, 2022, 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 10:32am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

All participants introduced themselves.

**(3.0) Co-Chair Announcements**

- The Quality Improvement Committee has a new co-chair – Anthony Santella

**(4.0) Approval of May 13, 2022, Meeting Minutes**

A motion to approve the May 13, 2022, minutes was made by Mitchell Namias and seconded by Anthony Santella.

**For: (4)** Ardila, Flyte, Namias, Santella

**Against: (0)**

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

**(5.0) 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. **Review Planning Council feedback from May 13, 2022, Planning Council Meeting**

The committee reviewed the feedback from May 13, 2022. There were many comments and all were favorable.

c. **Manage Membership Application Process**

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We currently have one applicant who still needs to attend one committee meeting to met their attendance requirements.

**d. Review Planning Council Member Attendance**

We are continuing to reach out to members who have not been to a meeting and offering help to barriers that they may be experiencing.

**e. Analyze Planning Council Membership for Federal Reflectiveness Mandate**

This was reviewed and areas were discussed that need improvement. Staff presented the updated reflectiveness grid.

**f. Assist with Membership Recruitment Campaign -**

We discussed several way to engage new members such as reaching out to Pride Centers, consumer advisory groups and have PC materials at the various Pride events.

**g. Determine Planning Council Training**

- August – training will be our PSRA process from the week before
- September – Staff will present on the AEAM process and results. (Assessment of the Efficiency of the Administrative Mechanism)
- October – We will try to get Harold Phillips who is the Director, Office of National AIDS Policy, The White House, to present.

**(6.0) Parking Lot Items**

There are none

**(7.0) Announcements**

None

**(8.0) Adjournment**

The meeting adjourned at 11:15am

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**Membership Finance Committee Attendance Record – 2022**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</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	X	A	A	X	X	X				
2.	Samuel Bowens	-	-	-	-	-	A				
3.	<b>Gigi Chaux, Co-Chair</b>	X	X	X	X	X	A				
4.	Max Cisneros	A	A	A	A	A	A				
5.	Cassandra Cokley	A	A	A	A	A	A				
6.	<i>Chris Cole PC Co-Chair</i>	X	X	A	X	A	A				
7.	Karina Danvers	-	-	-	-	-	A				
8.	Brian Datcher	A	X	A	A	A	A				
9.	Armando Erba	A	A	A	A	A	A				
10.	Kenneth Flyte	X	X	X	X	X	X				
11.	Lisa Gluz	A	A	X	X	X	A				
12.	Robert James	A	A	A	A	A	A				
13.	Albana Lame	X	X	X	X	X	A				
14.	Ronald Montague	A	A	A	A	A	A				
15.	Joanne Montgomery	A	A	X	X	A	X				
16.	Mitchell Namias	X	A	X	X	X	X				
17.	Katarzyna Olechowska	-	-	-	-	-	A				
18.	<b>Richard Radocchia, Co-Chair</b>	X	X	X	A	X	A				
19.	Benjamin Saldana	-	-	-	-	-	A				
20.	Anthony Santella	X	X	X	X	X	X				
21.	<i>Roberta Stewart PC Co-Chair</i>	X	A	X	X	X	X				
22.	Charlotte Teel	A	A	A	A	A	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	48%	38%	48%	52%	47%	27%				

Guests: Jean Brown, David Colbert

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Ryan White Planning Council Membership Reflectiveness  
New Haven and Fairfield Counties

**Planning Council Composition as of August 1, 2022**

# of Planning Council Members	21								
<b>Representation Requirements</b>									
1. Health-care providers, including federally qualified health centers							X		
2. Community-based organizations serving affected populations and AIDS-service organizations							X		
3. Soc.-service providers, inc. housing and homeless-services providers							X		
4. Mental-health providers							X		
5. Substance-abuse providers							X		
6. Local public health agencies							X		
7. Hospital planning agencies or health-care planning agencies							X		
8. Affected communities, including individuals with HIV disease or AIDS, and historically under-served groups and subpopulations							X		
9. Non-elected community leaders							X		
10. State Medicaid agency							X		
11. State agency administering the Part B program							X		
12. RWTMA grantees under Part C							X		
13. RWTMA grantees under section 2671 (including Part D)							X		
14. Grantees under other Federal HIV programs, including HIV-Prevention Programs							X		
15. Formerly incarcerated PLWH/A or their representatives							X		
16. PLWH/A with Hepatitis C Co-Infection							X		
<b>NHFF Profile*</b>									
<b>Gender</b>	Target	PC	<b>Non-Conflicted HIV Status</b>		Target	PC	<b>HIV Status</b>	Target	PC
Men	66%	57%		Current	> 33%	38%	Positive	33%	52%
Women	34%	43%					Negative	NA	48%
<b>Members by Region</b>	Target**	PC		<b>Race/Ethnicity</b>	Target	PC	<b>Risk</b>	Target	PC
1, New Haven	34%	33%		Black	38%	19%	IDU	25%	9%
2, Waterbury	20%	19%		Hispanic	32%	29%	MSM	31%	55%
3, Bridgeport	25%	14%		White	27%	48%	MSM/IDU	2%	9%
4, Stam./Norw.	16%	10%		Other	3%	4%	Hetero	32%	18%
5, Danbury	5%	10%		Note: "Other" race includes Asian, American Indian, Alaskan Native, American Indian, Alaskan Native, Pacific Islander and multi-racial.			Pedi/Other	2%	0%
Out of EMA	0%	14%					Other	8%	0%
Unidentified	0%	0%							

\*Target percentage information provided by CTDHP website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/20"



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Planning Council Attendance												
#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	X	A	X	X	X	X					0
2	Samuel Bowens	-	-	-	-	-	A					1
3	Karina Danvers	-	-	-	-	-	A					1
4	Gigi Chaux	X	X	X	X	X	A					1
5	Max Cisneros	A	A	A	A	A	A					2
6	Cassandra Cokley	A	X	X	A	A	X					1
7	Christopher Cole	X	X	X	X	A	A					2
8	Brian Datcher	A	A	A	A	A	A					2
9	Armando Erba	A	A	A	A	A	A					2
10	Kenneth Flyte	X	X	X	X	X	X					0
11	Lisa Gluz	A	A	X	A	X	A					1
12	Robert James	A	A	A	A	A	A					2
13	Albana Lame	X	X	X	X	X	A					1
14	Ronald Montague	A	A	A	A	A	A					2
15	Joanne Montgomery	A	X	X	X	A	X					1
16	Mitchell Namias	X	X	X	X	X	X					0
17	Katarzyna Olechowska	-	-	-	-	-	A					1
18	Richard Radocchia	X	X	X	A	X	A					0
19	Benjamin Saldana	-	-	-	-	-	A					1
20	Anthony Santella	X	X	X	X	X	X					0
21	Roberta Stewart	X	X	X	X	X	X					0

Executive Committee Attendance												
Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
Gigi Chaux (MF)	X	X	X	X	X	A					0	
Chris Cole (Council Co-Chair)	X	X	A	X	A	A					2	
Albana Lame (QI)	X	X	X	X	X	X					0	
Joanne Montgomery (SPA)	A	X	X	X	A	X					1	
Mitchell Namias (SP)	X	A	X	X	X	X					0	
Rich Radocchia (MF)	X	X	X	A	X	A					1	
Anthony Santella (QI)	-	-	-	-	-	-					-	
Roberta Stewart (Council Co-Chair)	X	A	X	X	X	X					0	

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#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	SPA; QI	SPA; QI	SPA; QI	MF	SPA;QI MF	SPA;QI MF					0
2	Samuel Bowens	-	-	-	-	-	ABSENT					1
3	Gigi Chaux	SPA;MF; QI	SPA;MF; QI	QI;MF	SPA;MF; QI	SPA;QI MF	ABSENT					1
4	Max Cisneros	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT					2
5	Cassandra Cokley	ABSENT	ABSENT	MF	ABSENT	ABSENT	ABSENT					2
6	Christopher Cole	SPA;MF; QI	SPA;MF; QI	SPA; QI	SPA;MF; QI	ABSENT	ABSENT					2
7	Karina Danvers	-	-	-	-	-	ABSENT					1
8	Brian Datcher	ABSENT	ABSENT	QI	ABSENT	ABSENT	ABSENT					2
9	Armando Erba	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT					2
10	Kenneth Flyte	MF	MF	MF	MF	MF	MF					0
11	Lisa Gluz	ABSENT	ABSENT	MF	MF	MF	ABSENT					1
12	Robert James	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT					2
13	Albana Lame	SPA;QI; MF	SPA;QI; MF	QI;MF	SPA;QI; MF	SPA;QI MF	ABSENT					1
14	Ronald Montague	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT					2
15	Joanne Montgomery	SPA;QI	SPA	SPA; MF	SPA;QI; MF	ABSENT	SPA; MF					1
16	Mitchell Namias	SPA; MF	SPA	SPA; MF	SPA;QI; MF	SPA;QI MF	SPA;QI MF					0
17	Katarzyna Olechowska	-	-	-	-	-	SPA; QI					0
18	Richard Radocchia	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	ABSENT	SPA;QI MF	ABSENT					1
19	Benjamin Saldana	-	-	-	-	-	ABSENT					1
20	Anthony Santella	MF	MF	MF	MF	MF	MF					0
21	Roberta Stewart	SPA;QI; MF	SPA;QI	SPA;QI; MF	SPA;QI; MF	SPA;QI MF	SPA; MF					0

**SPA: Strategic Planning & Assessment Committee | QI: Quality Improvement Committee | M/F: Membership/Finance Committee**