

**Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, January 14, 2022  
**Start Time:** 10:30 am  
**End Time:** 11:45 am  
**Location:** Zoom Teleconference  
**Presiding Chair:** Gigi Chaux  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

- Approval of November 12, 2021, Meeting Minutes.
- Approval of the Planning Council Co-Chair Application

**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**

Gigi Chaux called the meeting to order at 10:30am. 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**

There were none

**(4.0) Approval of November 12, 2021, Meeting Minutes**

A motion to approve the November 12, 2021, minutes was made by Chris Cole and seconded by Ken Flyte.

**For: (9)** Ardila, Chaux, Colbert, Cole, Flyte, Lame, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (1)** Namias

**(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 November 12, 2021, Planning Council Meeting**

The committee reviewed the feedback from November 12<sup>th</sup> and the feedback was favorable. There were few surveys filled out and moving forward, staff will put the link to take the survey in the chat on Zoom so attendees can take the feedback survey prior to leaving the Planning Council meeting. Also, based on comments on the feedback survey, staff will

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change the language referencing the committee report questions to make is more understandable.

**c. Manage Membership Application Process**

Roberta Stewart made a motion to move into executive session and Rich Radocchia seconded it.

**For: (10)** Ardila, Chaux, Colbert, Cole, Flyte, Lame, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and David Colbert seconded it.

**For: (10)** Ardila, Chaux, Colbert, Cole, Flyte, Lame, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

There was one application to review for the Planning Council co-chair position. Chris's term will end on January 31<sup>st</sup>. 11 members were eligible to apply and we received one application from Chris Cole to renew his term.

Roberta Stewart made a motion to accept the application of Chris Cole as Planning Council co-chair and Ken Flyte seconded

**For: (10)** Ardila, Chaux, Colbert, Cole, Flyte, Lame, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

**d. Review Planning Council Member Attendance**

There was no attendance at this time since it's the beginning of the new calendar year.

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

This was reviewed and areas were discussed that need improvement. We are currently in need of a local public health agency representative.

**f. Assist with Membership Recruitment Campaign - Report from co-chair led work group**

Rich & Gigi lead this discussion. The recruitment plan will be updated and staff presented the CHPC stipend that is offered by them. Chris & Roberta will discuss this on our next NHFF project officer call.

Roberta Stewart made a motion to extend the meeting 10 minutes and Rich Radocchia seconded it

**For: (10)** Ardila, Chaux, Colbert, Cole, Flyte, Lame, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

**g. Determine Planning Council Training**

- February – Ryan White process and funding flow.

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**h. Review Scope of Work for Next Year**

Staff presented the Planning Council activity timeline (PCAT) and updates were made. The summer meeting schedule was also discussed and staff will look into updating the schedule to ensure we met our contractual obligations.

**(6.0) Parking Lot Items**

**(7.0) Announcements**

None

**(8.0) Adjournment**

The meeting adjourned at 11:45 am

**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									
2.	<b>Gigi Chaux, Co-Chair</b>	X									
3.	Max Cisneros	A									
4.	Cassandra Cokley	A									
5.	David Colbert	X									
6.	<i>Chris Cole PC Co-Chair</i>	X									
7.	Brian Datcher	A									
8.	Armando Erba	A									
9.	Kenneth Flyte	X									
10.	Lisa Gluz	A									
11.	Robert James	A									
12.	Albana Lame	X									
13.	Ronald Montague	A									
14.	Joanne Montgomery	A									
15.	Mitchell Namias	X									
16.	Daniel Pettit	A									
17.	Kathy Pitner	A									
18.	<b>Richard Radocchia, Co-Chair</b>	X									
19.	Anthony Santella	X									
20.	<i>Roberta Stewart PC Co-Chair</i>	X									
21.	Charlotte Teel	A									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	48%									

Guests: Nitza Agosta, Jean Brown

REFLECTIVENESS

*New Haven and Fairfield Counties*

**Planning Council Composition as of February 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										
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>Non-Conflicted HIV Status</b>				<b>HIV Status</b>		
<b>Gender</b>	Target	PC			Target	PC		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</b>	Target	PC		<b>Risk</b>	Target	PC
Region 1, New Haven	34%	29%		Black	38%	38%		IDU	28%	8%
Region 2, Waterbury	20%	19%		White	27%	62%		MSM	28%	58%
Region 3, Bridgeport	25%	24%		<b>Ethnicity</b>	Target	PC		MSM/IDU	2%	8%
Region 4, Stam./Norw.	16%	10%		Hispanic	32%	19%		Hetero	29%	25%
Region 5, Danbury	5%	10%		Other	3%	0%		Presumed Hetero	3%	0%
Out of EMA	0%	10%						Pedi/Other	2%	0%
Unidentified	0%	0%						Other	8%	0%

\*Target percentage information provided by CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/17"

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

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

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Roberta Stewart (Council Co-Chair)	X											0
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Planning Council Committee Attendance												
#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	SPA; QI										0
2	Gigi Chaux	SPA;MF; QI										0
3	Max Cisneros	ABSENT										1
4	Cassandra Cokley	ABSENT										1
5	David Colbert	SPA;MF; QI										0
6	Christopher Cole	SPA;MF; QI										0
7	Brian Datcher	ABSENT										1
8	Armando Erba	ABSENT										1
9	Kenneth Flyte	MF										0
10	Lisa Gluz	ABSENT										1
11	Robert James	ABSENT										1
12	Albana Lame	SPA;QI; MF										0
13	Ronald Montague	ABSENT										1
14	Joanne Montgomery	SPA;QI										0
15	Mitchell Namias	SPA; MF										0
16	Daniel Pettit	ABSENT										1
17	Kathyleen Pitner	SPA										0
18	Richard Radocchia	SPA;QI; MF										0
19	Anthony Santella	MF										0
20	Roberta Stewart	SPA;QI; MF										0

