

*Rich Radocchia & Gigi Chaux, Co-Chairs*

---

**Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, March 11, 2022  
**Start Time:** 10:32 am  
**End Time:** 11:35 am  
**Location:** Zoom Teleconference  
**Presiding Chair:** Rich Radocchia  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

- Approval of February 3, 2022, Meeting Minutes.
- Approval of Renewal Application of Inthiany Ardila

**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 Radocchia 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**

There were none

**(4.0) Approval of February 11, 2022, Meeting Minutes**

A motion to approve the February 11, 2022, minutes was made by Ken Flyte and seconded by Anthony Santella.

**For: (6)** Chaux, Colbert, Flyte, Lame, Stewart, Santella

**Against: (0)**

**Abstain: (4)** Gluz, Montgomery, Namias, Radocchia

**(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 February 11, 2022, Planning Council Meeting**

The committee reviewed the feedback from February 11, 2022 and the feedback was favorable.

c. **Manage Membership Application Process**

Roberta Stewart made a motion to move into executive session and Joanne Montgomery seconded it.

**For: (10)** Chaux, Colbert, Flyte, Gluz, Lame, Montgomery, Namias, Radocchia Santella, Stewart

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Albana Lame seconded it.

**For: (10)** Chaux, Colbert, Flyte, Gluz, Lame, Montgomery, Namias, Radocchia Santella, Stewart

**Against: (0)**

**Abstain: (0)**

It was decided to invite the 5 new applicants into the Planning Council application process and they will need to meet their attendance requirements moving forward.

Roberta Stewart made a motion to accept the renewal Planning Council application of Intihiany Ardila and Ken Flyte seconded it.

**For: (10)** Chaux, Colbert, Flyte, Gluz, Lame, Montgomery, Namias, Radocchia Santella, Stewart

**Against: (0)**

**Abstain: (0)**

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. We are currently in need of a local public health agency representative and we now have an application in process where the applicant would fill that position. Also, one area of concern is the Latin X population- this needs special attention for recruitment. We need to look into providing translation into Spanish so our meetings can be more accessible for all. Staff is going to look into the Race/Ethnicity % and we will discuss this next month.

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

Rich & Gigi reported on their progress with this and at this time we have 5 new applicants who will be completing their attendance requirements as they work their way through the membership process.

Roberta Stewart made a motion to extend the meeting 5 minutes and Mitchell Namias seconded.

*Rich Radocchia & Gigi Chaux, Co-Chairs*

**For: (10)** Chaux, Colbert, Flyte, Gluz, Lame, Montgomery, Namias, Radocchia Santella, Stewart

**Against: (0)**

**Abstain: (0)**

**g. Determine Planning Council Training**

- April – Rhonda Stewart will be presenting the data collected from the Zip Code study.

**(6.0) Parking Lot Items**

There are none

**(7.0) Announcements**

None

**(8.0) Adjournment**

The meeting adjourned at 11:35 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	A	A							
2.	<b>Gigi Chaux, Co-Chair</b>	X	X	X							
3.	Max Cisneros	A	A	A							
4.	Cassandra Cokley	A	A	A							
5.	David Colbert	X	X	X							
6.	<i>Chris Cole PC Co-Chair</i>	X	X	A							
7.	Brian Datcher	A	X	A							
8.	Armando Erba	A	A	A							
9.	Kenneth Flyte	X	X	X							
10.	Lisa Gluz	A	A	X							
11.	Robert James	A	A	A							
12.	Albana Lame	X	X	X							
13.	Ronald Montague	A	A	A							
14.	Joanne Montgomery	A	A	X							
15.	Mitchell Namias	X	A	X							
16.	Daniel Pettit	A	A	A							
17.	Kathy Pitner	A	A	A							
18.	<b>Richard Radocchia, Co-Chair</b>	X	X	X							
19.	Anthony Santella	X	X	X							
20.	<i>Roberta Stewart PC Co-Chair</i>	X	A	X							
21.	Charlotte Teel	A	A	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	48%	38%	48%							

Guests: Sam Bowens, Karina Davis, Russell Heard

*Rich Radocchia & Gigi Chaux, Co-Chairs*

REFLECTIVENESS

*New Haven and Fairfield Counties*

**Planning Council Composition as of April 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>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</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"

*Rich Radocchia & Gigi Chaux, Co-Chairs*

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

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

*Rich Radocchia & Gigi Chaux, Co-Chairs*

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