

Rich Radocchia & Gigi Chaux, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, August 12, 2022
Start Time: 10:30 am
End Time: 11:59 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Gigi Chaux
Recorder: Michael Koran

Summary of Committee Votes

- Approval of June 10, 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

Gigi 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 no announcements

(4.0) Approval of June 10, 2022, Meeting Minutes

A motion to approve the June 10, 2022 minutes was made by Chris Cole and seconded by Mitchell Namias.

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

Against: (0)

Abstain: (2) Chaux, Cole

(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 June 10, 2022, Planning Council Meeting**

The committee reviewed the feedback from June 10, 2022. There were many comments and all were favorable.

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c. Manage Membership Application Process

We currently have one applicant who still needs to attend one committee meeting to meet their attendance requirements. We will reach out to this member to see if there is still an interest in being a PC member.

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. Concern was brought up that these are all consumers.

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

- September – Staff will present on the AEAM process and results. (Assessment of the Efficiency of the Administrative Mechanism)
- October –Harold Phillips who is the Director, Office of National AIDS Policy, The White House, will present.

(6.0) Recipient's Office Report

Lakeisha Green reviewed the expenditure report based on the 8-month report. We are currently at 46.7% expenditures with a target of 50% so we are currently on trajectory for expenditures. The next report will be on the 12-month report. Discussion was had that the next report will be a little skewed because we predicted for more expenditures during the winter months.

Carryover amount was \$43,054 which comes to about \$8,610 per region.

Chris Cole made a motion that carryover costs be divided equally by region to Food Bank to provide food cards for support of our clients. Motion was seconded by Ken Flyte.

For: (4) Ardila, Flyte, Santella, Gluz

Against: (0)

Abstain: (3) Cole, Namias, Chaux

(7.0) Parking Lot Items

There are none

(8.0) Announcements

None

(9.0) Adjournment

The meeting adjourned at 10:59am

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Membership Finance Committee Attendance Record – 2022

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	A	A	X	X	X	X			
2.	Samuel Bowens	-	-	-	-	-	A	A			
3.	Gigi Chaux, Co-Chair	X	X	X	X	X	A	X			
4.	Max Cisneros	A	A	A	A	A	A	A			
5.	Cassandra Cokley	A	A	A	A	A	A	A			
6.	<i>Chris Cole PC Co-Chair</i>	X	X	A	X	A	A	X			
7.	Karina Danvers	-	-	-	-	-	A	A			
8.	Brian Datcher	A	X	A	A	A	A	A			
9.	Armando Erba	A	A	A	A	A	A	A			
10.	Kenneth Flyte	X	X	X	X	X	X	X			
11.	Lisa Gluz	A	A	X	X	X	A	X			
12.	Robert James	A	A	A	A	A	A	A			
13.	Ronald Montague	A	A	A	A	A	A	A			
14.	Joanne Montgomery	A	A	X	X	A	X	A			
15.	Mitchell Namias	X	A	X	X	X	X	X			
16.	Katarzyna Olechowska	-	-	-	-	-	A	A			
17.	Richard Radocchia, Co-Chair	X	X	X	A	X	A	A			
18.	Benjamin Saldana	-	-	-	-	-	A	A			
19.	Anthony Santella	X	X	X	X	X	X	X			
20.	<i>Roberta Stewart PC Co-Chair</i>	X	A	X	X	X	X	A			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	48%	38%	48%	52%	47%	27%	35%			

Guests: Jean Brown

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Ryan White Planning Council Membership Reflectiveness
New Haven and Fairfield Counties
Planning Council Composition as of September 1, 2022

# of Planning Council Members	20								
Representation Requirements									
1. Health-care providers, including federally qualified health centers									
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									
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			
NHFF Profile*									
Gender	Target	PC	Non-Conflicted HIV Status		Target	PC	HIV Status	Target	PC
Men	66%	57%		Current	> 33%	38%	Positive	33%	52%
Women	34%	43%					Negative	NA	48%
Members by Region	Target**	PC		Race/Ethnicity	Target	PC	Risk	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	X				0
2	Samuel Bowens	-	-	-	-	-	A	A				2
3	Karina Danvers	-	-	-	-	-	A	X				1
4	Gigi Chaux	X	X	X	X	X	A	X				1
5	Max Cisneros	A	A	A	A	A	A	A				3
6	Cassandra Cokley	A	X	X	A	A	X	A				2
7	Christopher Cole	X	X	X	X	A	A	X				2
8	Brian Datcher	A	A	A	A	A	A	A				3
9	Armando Erba	A	A	A	A	A	A	A				3
10	Kenneth Flyte	X	X	X	X	X	X	X				0
11	Lisa Gluz	A	A	X	A	X	A	X				1
12	Robert James	A	A	A	A	A	A	A				3
13	Ronald Montague	A	A	A	A	A	A	A				3
14	Joanne Montgomery	A	X	X	X	A	X	X				1
15	Mitchell Namias	X	X	X	X	X	X	X				0
16	Katarzyna Olechowska	-	-	-	-	-	A	X				1
17	Richard Radocchia	X	X	X	A	X	A	A				2
18	Benjamin Saldana	-	-	-	-	-	A	X				1
19	Anthony Santella	X	X	X	X	X	X	X				0
20	Roberta Stewart	X	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	X				0	
Chris Cole (Council Co-Chair)	X	X	A	X	A	A	X				2	
Joanne Montgomery (SPA)	A	X	X	X	A	X	A				2	
Mitchell Namias (SP)	X	A	X	X	X	X	X				0	
Rich Radocchia (MF)	X	X	X	A	X	A	A				2	
Anthony Santella (QI)	-	-	-	-	-	-	X				0	
Roberta Stewart (Council Co-Chair)	X	A	X	X	X	X	A				1	

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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	SPA				0
2	Samuel Bowens	-	-	-	-	-	ABSENT	ABSENT				2
3	Gigi Chaux	SPA;MF; QI	SPA;MF; QI	QI;MF	SPA;MF; QI	SPA;QI MF	ABSENT	SPA;MF				1
4	Max Cisneros	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT				3
5	Cassandra Cokley	ABSENT	ABSENT	MF	ABSENT	ABSENT	ABSENT	ABSENT				3
6	Christopher Cole	SPA;MF; QI	SPA;MF; QI	SPA; QI	SPA;MF; QI	ABSENT	ABSENT	SPA;MF				2
7	Karina Danvers	-	-	-	-	-	ABSENT	ABSENT				2
8	Brian Datcher	ABSENT	ABSENT	QI	ABSENT	ABSENT	ABSENT	ABSENT				3
9	Armando Erba	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT				3
10	Kenneth Flyte	MF	MF	MF	MF	MF	MF	SPA;MF				0
11	Lisa Gluz	ABSENT	ABSENT	MF	MF	MF	ABSENT	MF				1
12	Robert James	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT				3
13	Ronald Montague	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT				3
14	Joanne Montgomery	SPA;QI	SPA	SPA; MF	SPA;QI; MF	ABSENT	SPA; MF	SPA				1
15	Mitchell Namias	SPA; MF	SPA	SPA; MF	SPA;QI; MF	SPA;QI MF	SPA;QI MF	SPA;MF				0
16	Katarzyna Olechowska	-	-	-	-	-	SPA; QI	SPA				0
17	Richard Radocchia	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	ABSENT	SPA;QI MF	ABSENT	SPA				1
18	Benjamin Saldana	-	-	-	-	-	ABSENT	SPA				1
19	Anthony Santella	MF	MF	MF	MF	MF	MF	SPA;MF				0
20	Roberta Stewart	SPA;QI; MF	SPA;QI	SPA;QI; MF	SPA;QI; MF	SPA;QI MF	SPA; MF	SPA				0

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