

*Rich Radocchia & Gigi Chaux, Co-Chairs*

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**Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, October 14, 2022  
**Start Time:** 10:30 am  
**End Time:** 11:30 am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Gigi Chaux  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

- Approval of September 9, 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**

Gigi updated all attendees on our membership status. We will discuss this further under the topic of recruitment.

**(4.0) Approval of September 9, 2022, Meeting Minutes**

A motion to approve the September 9 2022, minutes was made by Rich Radocchia and seconded by Chris Cole.

**For: (7)** Bowens, Cole, Flyte, Olechowska, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (1)** Chaux

**(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 September 9, 2022, Planning Council Meeting**

The committee reviewed the feedback from September 9, 2022. There were many comments.

c. **Manage Membership Application Process**

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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. We have one new application to discuss.

Roberta Stewart made a motion to move into executive session and Ken Flyte seconded it.

**For: (8)** Bowens, Chaux, Cole, Flyte, Olechowska, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Ken Flyte seconded it.

**For: (8)** Bowens, Chaux, Cole, Flyte, Olechowska, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (0)**

**d. Review Planning Council Member Attendance**

We continued to discuss attracting more new members. Several members will fall off of the Council next month due to excessive absences. We will continue to work with all regions to facilitate regional Zoom meeting locations for our Planning Council meetings. The Recipient offered to look into possibly funding 'Owls' for regions in order to create a workable space for these meetings.

**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. We currently have a vacancy in the following categories: Health-care providers, including federally qualified health centers & Hospital planning agencies or health-care planning agencies

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

We will continue to work with regions for regional Zoom Planning Council meetings for clients.

**g. Determine Planning Council Training**

- November – DPH Surveillance Process is a possibility, staff will reach out to Heather Linardos.
- January – Possible New Member Training

**(6.0) Recipient's Office Report**

Tom presented the Quarterly Expenditures by Service Category. Regions who are seeing underspent funds will need to get their budget revisions to Tom's office ASAP.

**(7.0) Parking Lot Items**

There are none

**(8.0) Announcements**

None

**(9.0) Adjournment**

The meeting adjourned at 10:30am

**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	X	X	A	
2.	Samuel Bowens	-	-	-	-	-	A	A	X	X	
3.	<b>Gigi Chaux, Co-Chair</b>	X	X	X	X	X	A	X	X	X	
4.	Max Cisneros	A	A	A	A	A	A	A	A	A	
5.	Cassandra Cokley	A	A	A	A	A	A	A	A	A	
6.	<i>Chris Cole PC Co-Chair</i>	X	X	A	X	A	A	X	X	X	
7.	Brian Datcher	A	X	A	A	A	A	A	A	A	
8.	Armando Erba	A	A	A	A	A	A	A	A	A	
9.	Kenneth Flyte	X	X	X	X	X	X	X	X	X	
10.	Lisa Gluz	A	A	X	X	X	A	X	A	A	
11.	Robert James	A	A	A	A	A	A	A	A	A	
12.	Ronald Montague	A	A	A	A	A	A	A	A	A	
13.	Joanne Montgomery	A	A	X	X	A	X	A	X	A	
14.	Mitchell Namias	X	A	X	X	X	X	X	X	A	
15.	Katarzyna Olechowska	-	-	-	-	-	A	A	A	X	
16.	<b>Richard Radocchia, Co-Chair</b>	X	X	X	A	X	A	A	X	X	
17.	Anthony Santella	X	X	X	X	X	X	X	X	X	
18.	<i>Roberta Stewart PC Co-Chair</i>	X	A	X	X	X	X	A	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	48%	38%	48%	52%	47%	27%	35%	56%	44%	

Guests: Carolyn Spencer, Jean Brown

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

# of Planning Council Members	12								
<b>Representation Requirements</b>									
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			
<b>NHFF Profile*</b>									
<b>Gender</b>	<b>Target</b>	<b>PC</b>	<b>Non-Conflicted HIV Status</b>		<b>Target</b>	<b>PC</b>	<b>HIV Status</b>	<b>Target</b>	<b>PC</b>
Men	66%	58%		Current	> 33%	8%	Positive	33%	33%
Women	34%	42%					Negative	NA	67%
<b>Members by Region</b>	<b>Target**</b>	<b>PC</b>		<b>Race/Ethnicity</b>	<b>Target</b>	<b>PC</b>	<b>Risk</b>	<b>Target</b>	<b>PC</b>
1, New Haven	34%	15%		Black	38%	8%	IDU	25%	25%
2, Waterbury	20%	15%		Hispanic	32%	25%	MSM	31%	75%
3, Bridgeport	25%	10%		White	27%	58%	MSM/IDU	2%	0%
4, Stam./Norw.	16%	5%		Other	3%	8%	Hetero	32%	0%

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5, Danbury	5%	0%	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%	15%		Other	8%	0%
Unidentified	0%	0%				

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

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	X	A		1
2	Samuel Bowens	-	-	-	-	-	A	A	X	X		2
3	Gigi Chaux	X	X	X	X	X	A	X	X	X		1
4	Christopher Cole	X	X	X	X	A	A	X	X	X		2
5	Brian Datcher	A	A	A	A	A	A	A	X	X		3
6	Kenneth Flyte	X	X	X	X	X	X	X	X	X		0
7	Joanne Montgomery	A	X	X	X	A	X	X	A	A		3
8	Mitchell Namias	X	X	X	X	X	X	X	X	A		1
9	Katarzyna Olechowska	-	-	-	-	-	A	X	X	X		1
10	Richard Radocchia	X	X	X	A	X	A	A	X	X		2
11	Anthony Santella	X	X	X	X	X	X	X	X	X		0
12	Roberta Stewart	X	X	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	X	X		0	
Chris Cole (Council Co-Chair)	X	X	A	X	A	A	X	X	X		2	
Joanne Montgomery (SPA)	A	X	X	X	A	X	A	X	A		3	
Mitchell Namias (SP)	X	A	X	X	X	X	X	X	A		1	
Rich Radocchia (MF)	X	X	X	A	X	A	A	X	X		2	
Anthony Santella (QI)	-	-	-	-	-	-	X	X	X		0	
Roberta Stewart (Council Co-Chair)	X	A	X	X	X	X	A	X	X		1	

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	MF	SPA;QI MF	SPA;QI MF	SPA	SPA;MF	SPA;QI		0
2	Samuel Bowens	-	-	-	-	-	ABSENT	ABSENT	QI	MF		2
3	Gigi Chaux	SPA;MF; QI	SPA;MF; QI	QI;MF	SPA;MF; QI	SPA;QI MF	ABSENT	SPA;MF	SPA;QI MF	SPA;QI MF		1
4	Christopher Cole	SPA;MF; QI	SPA;MF; QI	SPA; QI	SPA;MF; QI	ABSENT	ABSENT	SPA;MF	SPA;QI MF	SPA;QI MF		2
5	Brian Datcher	ABSENT	ABSENT	QI	ABSENT	MF	ABSENT	ABSENT	ABSENT	ABSENT		4
6	Kenneth Flyte	MF	MF	MF	MF	MF	MF	SPA;MF	MF	MF		0
7	Joanne Montgomery	SPA;QI	SPA	SPA; MF	SPA;QI; MF	ABSENT	SPA; MF	SPA	SPA;MF	SPA		1
8	Mitchell Namias	SPA; MF	SPA	SPA; MF	SPA;QI; MF	SPA;QI MF	SPA;QI MF	SPA;MF	SPA;QI MF	SPA;QI		0
9	Katarzyna Olechowska	-	-	-	-	-	SPA; QI	SPA	SPA;QI MF	MF		0
10	Richard Radocchia	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	ABSENT	SPA;QI MF	ABSENT	SPA	SPA;QI MF	SPA;QI MF		1
11	Anthony Santella	MF	MF	MF	MF	MF	MF	SPA;MF	MF	MF;QI		0
12	Roberta Stewart	SPA;QI; MF	SPA;QI	SPA;QI; MF	SPA;QI; MF	SPA;QI MF	SPA; MF	SPA	SPA;QI MF	SPA;QI MF		0

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