

Rich Radocchia & Gigi Chaux, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, September 9, 2022
Start Time: 10:30 am
End Time: 11:40 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Rich Radocchia
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of August 12, 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

Rich 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

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

(4.0) Approval of August 12, 2022, Meeting Minutes

A motion to approve the August 12, 2022, minutes was made by Ken Flyte and seconded by Inthiany Ardila.

For: (6) Ardila, Chaux, Cole, Flyte, Namias, Santella

Against: (0)

Abstain: (4) Bowens, Olechowska, Radocchia, 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 September 9, 2022, Planning Council Meeting**

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

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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. 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 discussed a new format to engage more members to the Planning Council. We will offer a virtual location in each region so clients can attend in a more comfortable setting. We will also offer incentives in the form of a \$10 Walmart or Dunkin gift card to all participants.

Chris Cole made a motion to give all clients who attend these virtual meetings a \$10 gift card to either Walmart or Dunkin and Anthony Santella seconded it.

For: (10) Ardila, Bowens, Chaux, Cole, Flyte, Namias, Olechowska, Radocchia, Santella, Stewart
Against: (0)
Abstain: (0)

g. Determine Planning Council Training

- October –Harold Phillips who is the Director, Office of National AIDS Policy, The White House, will present: ‘Let’s Talk about Ending the HIV Epidemic and Lessons Learned from the First Three Years of Implementation.’
- November – DPH Surveillance Process is a possibility, staff will reach out to Heather Linardos.

Mitchell Namias made a motion to extend the meeting 10 minutes and Ken Flyte seconded it.

For: (10) Ardila, Bowens, Chaux, Cole, Flyte, Namias, Olechowska, Radocchia, Santella, Stewart
Against: (0)
Abstain: (0)

(6.0) Recipient’s Office Report

There was none at this time

(7.0) Parking Lot Items

There are none

(8.0) Announcements

None

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(9.0) Adjournment

The meeting adjourned at 10:40am

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

Guests: Dan Hulton

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

# of Planning Council Members	18								
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%	61%		Current	> 33%	39%	Positive	33%	56%
Women	34%	39%					Negative	NA	44%
Members by Region	Target**	PC		Race/Ethnicity	Target	PC	Risk	Target	PC
1, New Haven	34%	33%		Black	38%	22%	IDU	25%	10%
2, Waterbury	20%	17%		Hispanic	32%	22%	MSM	31%	60%
3, Bridgeport	25%	11%		White	27%	50%	MSM/IDU	2%	20%
4, Stam./Norw.	16%	11%		Other	3%	6%	Hetero	32%	10%
5, Danbury	5%	11%		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%	17%					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	X			0
2	Samuel Bowens	-	-	-	-	-	A	A	X			2
3	Gigi Chaux	X	X	X	X	X	A	X	X			1
4	Max Cisneros	A	A	A	A	A	A	A	A			4
5	Cassandra Cokley	A	X	X	A	A	X	A	A			3
6	Christopher Cole	X	X	X	X	A	A	X	X			2
7	Brian Datcher	A	A	A	A	A	A	A	X			3
8	Armando Erba	A	A	A	A	A	A	A	A			4
9	Kenneth Flyte	X	X	X	X	X	X	X	X			0
10	Lisa Gluz	A	A	X	A	X	A	X	A			2
11	Robert James	A	A	A	A	A	A	A	A			4
12	Ronald Montague	A	A	A	A	A	A	A	A			4
13	Joanne Montgomery	A	X	X	X	A	X	X	A			2
14	Mitchell Namias	X	X	X	X	X	X	X	X			0
15	Katarzyna Olechowska	-	-	-	-	-	A	X	X			1
16	Richard Radocchia	X	X	X	A	X	A	A	X			2
17	Anthony Santella	X	X	X	X	X	X	X	X			0
18	Roberta Stewart	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			0	
Chris Cole (Council Co-Chair)	X	X	A	X	A	A	X	X			2	
Joanne Montgomery (SPA)	A	X	X	X	A	X	A	X			2	
Mitchell Namias (SP)	X	A	X	X	X	X	X	X			0	
Rich Radocchia (MF)	X	X	X	A	X	A	A	X			2	
Anthony Santella (QI)	-	-	-	-	-	-	X	X			0	
Roberta Stewart (Council Co-Chair)	X	A	X	X	X	X	A	X			1	

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

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