

*Rich Radocchia & Gigi Chaux, Co-Chairs*

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**Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, February 11, 2022  
**Start Time:** 10:31 am  
**End Time:** 11:45 am  
**Location:** Zoom Teleconference  
**Presiding Chair:** Rich Radocchia  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

- Approval of January 14, 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 Radocchia called the meeting to order at 10:31am. 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 January 14, 2022, Meeting Minutes**

A motion to approve the January 14, 2022, minutes was made by David Colbert and seconded by Ken Flyte.

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

**Against: (0)**

**Abstain: (2)** Datcher, 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 January 14, 2022, Planning Council Meeting**

The committee reviewed the feedback from January 14, 2022 and the feedback was favorable. We’ve had more responses since Staff 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.

**c. Manage Membership Application Process**

Chris Cole made a motion to move into executive session and Ken Flyte seconded it.

**For: (8)** Chaux, Colbert, Cole, Datcher, Flyte, Lane, Radocchia, Santella

**Against: (0)**

**Abstain: (0)**

Chris Cole made a motion to come out of executive session and Albana Lane seconded it.

**For: (8)** Chaux, Colbert, Cole, Datcher, Flyte, Lane, Radocchia, Santella

**Against: (0)**

**Abstain: (0)**

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

**d. Review Planning Council Member Attendance**

There is only one month of attendance to review so everyone is in good standing.

**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.

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

Rich & Gigi lead this discussion. We reviewed the recruitment plan and made updates. We can offer incentives for clients to attend meetings and we'll need to work that out. Rich & Gigi will be reaching out to medical case managers to identify clients who would be interested in the Planning Council.

David Colbert made a motion to extend the meeting 15 minutes and Chris Cole seconded it.

**For: (8)** Chaux, Colbert, Cole, Datcher, Flyte, Lane, Radocchia, Santella

**Against: (0)**

**Abstain: (0)**

**g. Determine Planning Council Training**

- March – New Member Training, staff will collaborate with Rich & Gigi to develop this training.

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

Tom Butcher presented the expenditures through December 2021. We are doing well in all service categories.

**(7.0) Parking Lot Items**

There are none

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**(8.0) Announcements**

None

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

Guests: Nitza Agosta

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REFLECTIVENESS

*New Haven and Fairfield Counties*

**Planning Council Composition as of March 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"

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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									1
2	Gigi Chaux	X	X									0
3	Max Cisneros	A	A									2
4	Cassandra Cokley	A	X									1
5	David Colbert	X	X									0
6	Christopher Cole	X	X									0
7	Brian Datcher	A	A									2
8	Armando Erba	A	A									2
9	Kenneth Flyte	X	X									0
10	Lisa Gluz	A	A									2
11	Robert James	A	A									2
12	Albana Lame	X	X									0
13	Ronald Montague	A	A									2
14	Joanne Montgomery	A	X									1
15	Mitchell Namias	X	X									0
16	Daniel Pettit	A	A									2
17	Kathleen Pitner	A	X									1
18	Richard Radocchia	X	X									0
19	Anthony Santella	X	X									0
20	Roberta Stewart	X	X									0
21	Charlotte Teel	A	A									2

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