

Max Cisneros & Rich Radocchia, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, August 14, 2020
Start Time: 10:35 am
End Time: 12:05 am
Location: Zoom Teleconference
Presiding Chair: Max Cisneros
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of June 12, 2020 Meeting Minutes
- Approval of Grant Year 2019 Carryover Request
- Approval of one renewal Planning Council membership application
- Motion to extend committee meeting by 30 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

Max called the meeting to order at 10:35 am. 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 12, 2020 Meeting Minutes

A motion to approve the June 12, 2020 minutes was made by Roberta Stewart and seconded by Lauren Gau

For: (8) Gau, Ardila, Namias, Colbert, Montgomery, Delgado, Cokely, Montague

Against: (0)

Abstain: (3) Cisneros, Teel, 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. Planning Council Meeting Feedback from June 12, 2020

Planning Council Support Staff presented the survey results and overall feedback was good. There were updates made to the survey questions this month and it seemed to help with the feedback results

Data Session Meeting Feedback from August 4, 2020

Planning Council Support Staff presented the survey results which included many comments regarding the data presented and the comments were mixed. Many were favorable regarding the organization of the data reviewed and some were unhappy with the information that was shared regarding regional spending.

Priority Setting and Resource Allocation Meeting Feedback from August 6, 2020

Planning Council Support Staff presented the survey results which included many comments regarding the Priority Setting and Resource Allocation process. Many were favorable regarding the organization of the data and how it was explained to attendees.

c. Manage the Membership Application Process

We currently have 1 Planning Council renewal application:

Joanne Montgomery made a motion to approve the Planning Council renewal application and it was seconded by David Colbert.

For: (11) Gau, Ardila, Namias, Colbert, Montgomery, Delgado, Cokely, Montague, Cisneros, Teel, Stewart

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to extend the meeting 30 minutes and Joanne Montgomery seconded it.

For: (11) Gau, Ardila, Namias, Colbert, Montgomery, Delgado, Cokely, Montague, Cisneros, Teel, Stewart

Against: (0)

Abstain: (0)

d. Review Planning Council member attendance

Tabled to September committee meeting.

e. Analyze PC Membership for Federal Reflectiveness Mandate

Tabled to September committee meeting.

f. Assist with membership recruitment campaign

There was a suggestion made to possibly use social media to attract new Planning Council members. This will be discussed in further detail at the September meeting.

g. Update on the Learning Management System

Planning Council Support Staff will continue to work with Joanne on the online New Planning Council Member Orientation and will provide an update next month.

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h. Recipient's Office Report

- **Review Grant Year 2020 Quarter 1 (March-May) expenditures by Service Category**

Lakeisha presented the Grant Year 2020 Quarter 1 expenditures by service category. Overall spending is lower than expected. She will be reaching out to the Regions and working with them to complete budget revisions to address the underspent funds.

- **Compile 2019 Carryover Request and supporting documentation**

Planning Council Support Staff presented the 2019 unobligated balance data and due to the underspent amount of funds the following was determined:

2019 Formula Carryover: \$137,400 will be divided evenly (\$45,800) between Regions 3, 4 and 5 and allocated to the following service categories:

Service Categories-Formula Carryover	Region 1	Region 2	Region 3	Region 4	Region 5	FY 19 Formula Carryover Total
Outpatient/ Ambulatory						\$ -
Med. Case Mgt.						\$ -
Subst. Abuse/ Out			\$ 20,000	\$ 10,000	\$ 20,000	\$ 50,000.00
Mental Health			\$ 5,800	\$ 10,000	\$ 20,000	\$ 35,800.00
Oral Health Care						\$ -
Health Ins.				\$ 15,800		\$ 15,800.00
						\$ -
Housing Assistance						\$ -
Subst. Abuse/ In			\$ 20,000		\$ 5,800	\$ 25,800.00
Medical Transport						\$ -
EFA				\$ 10,000		\$ 10,000.00
Food Bank						\$ -
FY 19 Carryover Allocation	\$ -	\$ -	\$ 45,800	\$ 45,800	\$ 45,800	\$ 137,400
FY 19 Offset	\$ (27,175)	\$ (75,500)	\$ -	\$ -	\$ -	\$ (102,675)
Final FY 19 Carryover Total	\$ (27,175)	\$ (75,500)	\$ 45,800	\$ 45,800	\$ 45,800	\$ 137,400

Roberta Stewart made a motion to approve the FY 2019 formula carryover as noted above and Joanne Montgomery seconded it.

For: (9) Ardila, Namias, Colbert, Montgomery, Delgado, Cokley, Montague, Cisneros, Teel

Against: (0)

Abstain: (2) Gau, Stewart

MAI Carryover: \$33,379 will be divided evenly (\$8,345) between Regions 1, 3, 4 and 5 for lab costs in the OAHS service category focusing on the EMA's priority populations identified in the MAI funded Intensive Medical Case Management program.

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Service Categories-MAI Carryover	Region 1	Region 2	Region 3	Region 4	Region 5	FY 19 MAI Carryover Total
Outpatient/ Ambulatory	\$ 8,345		\$ 8,345	\$ 8,345	\$ 8,345	\$ 33,380.00
Med. Case Mgt.						\$ -
Subst. Abuse/ Out						\$ -
Mental Health						\$ -
Oral Health Care						\$ -
Health Ins.						\$ -
						\$ -
Housing Assistance						\$ -
Subst. Abuse/ In						\$ -
Medical Transport						\$ -
EFA						\$ -
Food Bank						\$ -
FY 19 Carryover Allocation	\$ 8,345	\$ -	\$ 8,345	\$ 8,345	\$ 8,345	\$ 33,380
FY 19 Offset		\$ (32,710)	\$ -	\$ -		\$ (32,710)
Final FY 19 Carryover Total	\$ 8,345	\$ (32,710)	\$ 8,345	\$ 8,345	\$ 8,345	\$ 33,380

Joanne Montgomery made a motion to approve the FY 2019 MAI carryover as noted above and David Colbert seconded it.

For: (9) Ardila, Namias, Colbert, Montgomery, Delgado, Cokely, Montague, Cisneros, Teel

Against: (0)

Abstain: (2) Stewart, Gau

(6.0) Open Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance

(7.0) Adjournment

The meeting adjourned at 12:05 pm

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Membership Finance Committee Attendance Record – 2020

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	A	-	-	X	X	X			
2.	Max Cisneros Co-Chair	A	X	-	-	A	X	X			
3.	Cassandra Cokley	X	X	-	-	A	X	X			
4.	David Colbert	A	A	-	-	X	X	X			
5.	<i>Chris Cole PC Co-Chair</i>	X	X	-	-	X	X	A			
6.	Loreen Cuiman	X	X	-	-	A	A	A			
7.	Sabrina Delgado	A	X	-	-	A	X	X			
8.	Armando Erba							A			
9.	Linda Ferraro	-	-	-	-	-	A	A			
10.	Kenneth Flyte	-	-	-	-	-	A	A			
11.	Lauren Gau	X	X	-	-	X	X	X			
12.	Lisa Gluz	X	X	-	-	A	A	A			
13.	Robert James							A			
14.	Albana Lame	X	A	-	-	X	X	A			
15.	Ronald Montague	-	X	-	-	A	X	X			
16.	Joanne Montgomery	X	X	-	-	X	X	X			
17.	Mitchell Namias	-	-	-	-	X	X	X			
18.	Daniel Pettit	A	A	-	-	X	X	A			
19.	Richard Radocchia, Co-Chair	X	A	-	-	X	X	A			
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A	X			
21.	Charlotte Teel	A	A	-	-	A	A	X			
	Ryan White Office	X	X	-	-	X	X	X			
	Planning Council Staff	X	X	-	-	X	X	X			
	% of Council present:	63%	63%	-	-	53%	68%	52%			

Guests: Nancy Kingwood, Kathy Pitner

REFLECTIVENESS

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New Haven and Fairfield Counties

Planning Council Composition as of August 1, 2020

# of Planning Council Members				21						
Representation Requirements										
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							X			
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			
NHFF Profile*										
				Non-Conflicted HIV Status						
Gender	Target	PC			Target	PC		HIV Status	Target	PC
Men	66%	48%		Current	> 33%	38%		Positive	33%	52%
Women	34%	52%						Negative	NA	48%
Members by Region	Target**	PC		Race	Target	PC		Risk	Target	PC
Region 1, New Haven	34%	24%		Black	38%	33%		IDU	28%	9%
Region 2, Waterbury	20%	14%		White	27%	67%		MSM	28%	55%
Region 3, Bridgeport	25%	33%		Ethnicity	Target	PC		MSM/IDU	2%	9%
Region 4, Stam./Norw.	16%	5%		Hispanic	32%	19%		Hetero	29%	27%
Region 5, Danbury	5%	10%		Other	3%	0%		Presumed Hetero	3%	0%
Out of EMA	0%	14%						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	PSRA	AUG	Oct	Nov	Absences	
1	Inthiany Ardilla	X	X	-	-	X	X	X	X			0	
2	Max Cisneros	A	X	-	-	A	X	X	X			2	
3	Cassandra Cokley	X	X	-	-	A	A	A	X			2	
4	David Colbert	X	X	-	-	X	X	X	X			0	
5	Christopher Cole	X	X	-	-	X	X	X	A			1	
6	Loreen Cuiman	X	X	-	-	A	A	A	A			3	
7	Sabrina Delgado	X	X	-	-	X	X	X	X			0	
8	Armando Erba							A	X			0	
9	Linda Ferraro	-	-	-	-	A	A	A	X			2	
10	Ken Flyte	-	-	-	-	A	A	A	A			3	
11	Lauren Gau	X	X	-	-	X	X	X	X			0	
12	Lisa Gluz	X	X	-	-	A	A	A	A			3	
13	Robert James							A	A			1	
14	Albana Lame	X	A	-	-	X	X	X	A			2	
15	Ronald Montague	-	X	-	-	A	A	A	X			2	
16	Joanne Montgomery	X	X	-	-	X	X	X	X			0	
17	Mitchell Namias	-	-	-	-	X	X	X	X			0	
18	Daniel Pettit	A	A	-	-	X	X	A	A			3	
19	Richard Radocchia	X	X	-	-	X	X	X	A			1	
20	Roberta Stewart	X	X	-	-	X	A	X	X			1	
21	Charlotte Teel	X	X	-	-	X	X	X	X			0	

Executive Committee Attendance													
Council Member	Jan	Feb	Marchh	April	May	June	August	Sept	Oct	Nov	Absences		
Max Cisneros (MF)	A	X	A	X	A	X	X				3		
David Colbert	-	-	X	X	X	X	X				0		
Chris Cole (Council Co-Chair)	X	X	X	X	X	X	A				0		
Lauren Gau (SPA)	X	X	X	X	X	X	X				0		
Albana Lame (QI)	X	A	X	X	X	X	X				1		
Joanne Montgomery (SPA)	X	X	X	X	A	X	X				0		
Rich Radocchia (MF)							A				1		
Roberta Stewart (Council Co-Chair)	X	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 Ardilla	SPA;MF	SPA	-	-	SPA;QI MF	SPA;QI MF	DS; MF				0
2	Max Cisneros	SPA;QI	MF	-	-	A	MF	DS; MF				1
3	Cassandra Cokley	MF	MF	-	-	A	MF	DS; MF				1
4	David Colbert	A	QI	-	-	SPA;QI MF	SPA;QI MF	DS; MF				1
5	Christopher Cole	SPA;MF	SPA;QI MF	-	-	SPA;QI MF	SPA;QI MF	Data Session				0
6	Loreen Cuiman	MF	MF	-	-	A	A	A				3
7	Sabrina Delgado	SPA	MF	-	-	SPA	MF	DS; MF				0
8	Armando Erba							A				1
9	Linda Ferraro	-	-	-	-	SPA	A	A				2
10	Kenneth Flyte	-	-	-	-	A	A	A				3
11	Lauren Gau	SPA;MF	SPA;MF	-	-	SPA;QI MF	SPA;QI MF	DS; MF				0
12	Lisa Gluz	MF	MF	-	-	A	A	A				3
13	Robert James							A				1
14	Albana Lame	SPA; QI;MF	SPA;QI	-	-	SPA;QI MF	SPA;QI MF	Data Session				0
15	Ronald Montague	-	MF	-	-	A	MF	MF				1
16	Joanne Montgomery	SPA;MF	MF	-	-	SPA;QI MF	SPA; MF	DS; MF				0
17	Mitchell Namias	-	-	-	-	SPA; MF	SPA; MF	DS; MF				0
18	Daniel Pettit	A	A	-	-	MF	MF	A				3
19	Richard Radocchia	SPA; QI MF	SPA:QI	-	-	SPA;QI MF	SPA; MF	Data Session				0
20	Roberta Stewart	SPA; QI; MF	SPA;QI MF	-	-	SPA;QI MF	SPA; QI	DS; MF				0
21	Charlotte Teel	SPA	A	-	-	SPA	SPA	DS; MF				1