

Max Cisneros & Rich Radocchia, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, November 13, 2020
Start Time: 10:33 am
End Time: 11:25 am
Location: Zoom Teleconference
Presiding Chair: Max Cisneros
Recorder: Michael Koran

Summary of Committee Votes

- Approval of October 9, 2020 Meeting Minutes
- Motion to go into Executive Session
- Motion to come out of Executive Session
- Approval of 2 renewal and 2 new Planning Council applications
- Approval of the Unobligated Balance Estimate from the Recipient's office

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 10:33am. 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 October 9, 2020 Meeting Minutes

A motion to approve the October 9, 2020 minutes was made by David Colbert and seconded by Inthiany Ardila.

For: (8) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart

Against: (0)

Abstain: (2) Ardila, Cisneros

(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.

Max Cisneros & Rich Radocchia, Co-Chairs

b. Manage the Membership Application Process

We currently have 2 applications where attendance requirements have been met, 2 renewal applications and 1 new application to review:

Roberta Stewart made a motion to move into executive session to review the 2 applications where attendance requirements have been met, 2 renewal applications and 1 new application and it was seconded by Rich Radocchia.

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to come out of executive session and it was seconded by Rich Radocchia

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0)

Abstain: (0)

Rich Radocchia made a motion to approve the 2 renewal applications and the 2 applications where attendance requirements have been met and it was seconded by Roberta Stewart.

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0)

Abstain: (0)

The committee decided to invite the new applicant into the membership application process.

c. Review Planning Council member attendance

The committee reviewed all attendance and determined all attendance was reported accurately.

d. Analyze PC Membership for Federal Reflectiveness Mandate

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 40%. We also discussed that our maximum number of PC members is 45 and to work towards that goal as well as keeping in mind our reflectiveness mandate from HRSA.

e. Assist with membership recruitment campaign

Rich reported that there is nothing to report from the social media recruitment task force.

f. Determine Planning Council Training

The training topic for January was discussed. Robert's Rules was a topic discussed as was the 'In it to End it' program. Staff will coordinate with Rich, Max, Roberta, Chris and John Sapero to see if this can be done in January.

g. Recipient's Report

- **Review Expenditures by Service Category**

Lakeisha presented the quarterly expenditure report from March – September. All services categories are on track at this point except for Medical Transportation. This is lower due to most medical appointments are done via telemedicine due to the pandemic. The regions are aware of this and may need to do a budget revision for this.

- **Determine the 2020 Unobligated Balance Estimate**

Lakeisha presented the GY2020 Unobligated Balance Estimate of \$32,797 and Roberta Stewart made a motion to approve this amount and it was seconded by Chris Cole to move forward to the Planning Council for final approval.

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0)

Abstain: (0)

(6.0) Open Parking Lot Items

None

(7.0) Adjournment

The meeting adjourned at 11:25 am

Max Cisneros & Rich Radocchia, Co-Chairs

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	X	A	X
2.	Max Cisneros Co-Chair	A	X	-	-	A	X	X	X	A	X
3.	Cassandra Cokley	X	X	-	-	A	X	X	X	A	A
4.	David Colbert	A	A	-	-	X	X	X	X	X	X
5.	<i>Chris Cole PC Co-Chair</i>	X	X	-	-	X	X	A	A	X	X
6.	Loreen Cuiman	X	X	-	-	A	A	A	A	A	A
7.	Sabrina Delgado	A	X	-	-	A	X	X	X	A	A
8.	Armando Erba							A	A	A	A
9.	Linda Ferraro	-	-	-	-	-	A	A	A	A	A
10.	Kenneth Flyte	-	-	-	-	-	A	A	X	X	X
11.	Lisa Gluz	X	X	-	-	A	A	A	A	A	A
12.	Robert James							A	A	A	A
13.	Albana Lame	X	A	-	-	X	X	A	X	X	X
14.	Ronald Montague	-	X	-	-	A	X	X	X	X	A
15.	Joanne Montgomery	X	X	-	-	X	X	X	A	A	A
16.	Mitchell Namias	-	-	-	-	X	X	X	X	X	X
17.	Daniel Pettit	A	A	-	-	X	X	A	X	X	X
18.	Richard Radocchia, Co-Chair	X	A	-	-	X	X	A	X	X	X
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A	X	X	X	X
20.	Charlotte Teel	A	A	-	-	A	A	X	A	A	A
	Ryan White Office	X	X	-	-	X	X	X	A	X	X
	Planning Council Staff	X	X	-	-	X	X	X	X	X	X
	% of Council present:	63%	63%	-	-	53%	68%	52%	60%	45%	50%

Guests: Gigi Chaux, Brian Datcher, Kathy Pitner

Max Cisneros & Rich Radocchia, Co-Chairs

REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Composition as of January 1, 2021

# 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*										
Gender	Target	PC		Non-Conflicted HIV Status	Target	PC		HIV Status	Target	PC
Men	66%	52%		Current	> 33%	43%		Positive	33%	57%
Women	34%	48%						Negative	NA	43%
Members by Region	Target**	PC		Race	Target	PC		Risk	Target	PC
Region 1, New Haven	34%	29%		Black	38%	43%		IDU	28%	8%
Region 2, Waterbury	20%	19%		White	27%	57%		MSM	28%	58%
Region 3, Bridgeport	25%	24%		Ethnicity	Target	PC		MSM/IDU	2%	8%
Region 4, Stam./Norw.	16%	5%		Hispanic	32%	14%		Hetero	29%	25%
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"

Max Cisneros & Rich Radocchia, Co-Chairs

Planning Council Attendance							PSRA								
#	Council Member	Jan	Feb	March	April	May	June	Data	Meeting	Aug	Sept	Oct	Nov	Absences	
1	Inthiany Ardila														
2	Max Cisneros														
3	Cassandra Cokley														
4	David Colbert														
5	Christopher Cole														
6	Loreen Cumin														
7	Brian Datcher														
8	Armando Erba														
9	Linda Ferraro														
10	Kenneth Flyte														
11	Lisa Gluz														
12	Robert James														
13	Albana Lame														
14	Ronald Montague														
15	Joanne Montgomery														
16	Mitchell Namias														
17	Daniel Pettit														
18	Kathleen Pitner														
19	Richard Radocchia														
20	Roberta Stewart														
21	Charlotte Teel														

Executive Committee Attendance												
Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
Max Cisneros (MF)												
David Colbert (QI)												
Chris Cole (Council Co-Chair)												
Albana Lame (QI)												
Joanne Montgomery (SPA)												
Rich Radocchia (MF)												
Roberta Stewart (Council Co-Chair)												

Max Cisneros & Rich Radocchia, Co-Chairs

Planning Council Committee Attendance

#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila											
2	Max Cisneros											
3	Cassandra Cokley											
4	David Colbert											
5	Christopher Cole											
6	Loreen Cumin											
7	Brian Datcher											
8	Armando Erba											
9	Linda Ferraro											
10	Kenneth Flyte											
11	Lisa Gluz											
12	Robert James											
13	Albana Lame											
14	Ronald Montague											
15	Joanne Montgomery											
16	Mitchell Namias											
17	Daniel Pettit											
18	Kathyleen Pitner											
19	Richard Radocchia											
20	Roberta Stewart											
21	Charlotte Teel											