

*Max Cisneros & Rich Radocchia, Co-Chairs*

### Membership/Finance Committee Meeting Minutes

**Meeting Date:** Friday, October 9, 2020  
**Start Time:** 10:30 am  
**End Time:** 11:24 am  
**Location:** Zoom Teleconference  
**Presiding Chair:** Rich Radocchia  
**Recorder:** Michael Koran

#### Summary of Committee Votes

- Approval of September 11, 2020 Meeting Minutes
- Motion to go into Executive Session
- Motion to come out of Executive Session

#### 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 10:30 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 September 11, 2020 Meeting Minutes

A motion to approve the September 11, 2020 minutes was made by Chris Cole and seconded by Mitchell Namias.

**For: (7)** Colbert, Flyte, Lame, Montague, Namias, Pettit, Stewart

**Against: (0)**

**Abstain: (2)** Cole, 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. Planning Council Meeting Feedback from September 11, 2020

Planning Council Support Staff presented the survey results and overall feedback was good.

##### c. Manage the Membership Application Process

We currently have 2 new applications to review:

Roberta Stewart made a motion to move into executive session to review the 2 new Planning Council applications and it was seconded by Albana Lame.

**For: (9)** Colbert, Cole, Flyte, Lame, Montague, Namias, Pettit, Radocchia, Stewart

**Against: (0)**

**Abstain: (0)**

David Colbert made a motion to come out of executive session and it was seconded by Chris Cole.

**For: (9)** Colbert, Cole, Flyte, Lame, Montague, Namias, Pettit, Radocchia, Stewart

**Against: (0)**

**Abstain: (0)**

The committee decided to invite both applicants into the membership application process.

**d. Review Planning Council member attendance**

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

**e. 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.

**f. Assist with membership recruitment campaign**

Rich reported on the task force formed to discuss using social media as recruitment tool. They are currently looking at how other jurisdictions use social media platforms and will report back on this at November's meeting.

**g. Determine Planning Council Training**

Discussion was had among the committee to have each committee create a presentation about what each committee represents and also one for the PSRA. A training on Roberts Rules was requested. Sara shared the items for review in each meeting next month. A training on unobligated balance estimate, carryover balance and quarterly expenditure report by service category.

**h. Update on the Learning Management System**

Staff presented an overview of 'Mindflash' an online learning management system. After the presentation, attendees felt it would be too overwhelming to navigate for PC members and asked if trainings could be placed on our website. Staff is going to look into that.

**(6.0) Open Parking Lot Items**

None

**(7.0) Adjournment**

The meeting adjourned at 11:24 am

*Max Cisneros & Rich Radocchia, Co-Chairs*

**Membership Finance Committee Attendance Record – 2020**

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

Guests: Rosette Molnar, Gigi Chaux, Brian Datcher, Kathy Pitner

REFLECTIVENESS

*New Haven and Fairfield Counties*

**Planning Council Composition as of November 1, 2020**

*Max Cisneros & Rich Radocchia, Co-Chairs*

# of Planning Council Members				20					
<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							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		
<b>NHFF Profile*</b>									
				<b>Non-Conflicted HIV Status</b>					
<b>Gender</b>	Target	PC		Target	PC		<b>HIV Status</b>	Target	PC
Men	66%	50%		Current	> 33%	40%	Positive	33%	55%
Women	34%	50%					Negative	NA	45%
<b>Members by Region</b>	Target**	PC		<b>Race</b>	Target	PC	<b>Risk</b>	Target	PC
Region 1, New Haven	34%	25%		Black	38%	35%	IDU	28%	9%
Region 2, Waterbury	20%	15%		White	27%	65%	MSM	28%	55%
Region 3, Bridgeport	25%	30%		<b>Ethnicity</b>	Target	PC	MSM/IDU	2%	9%
Region 4, Stam./Norw.	16%	5%		Hispanic	32%	20%	Hetero	29%	27%
Region 5, Danbury	5%	10%		Other	3%	0%	Presumed Hetero	3%	0%
Out of EMA	0%	15%					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													
#	Council Member	Jan	Feb	March	April	May	June	PSRA Data Session	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardilla	X	X	-	-	X	X	X	X	X	A		1
2	Max Cisneros	A	X	-	-	A	X	X	X	X	X		2
3	Cassandra Cokley	X	X	-	-	A	A	A	X	X	X		2
4	David Colbert	X	X	-	-	X	X	X	X	X	X		0
5	Christopher Cole	X	X	-	-	X	X	X	A	A	X		2
6	Loreen Cuiman	X	X	-	-	A	A	A	A	A	A		5
7	Sabrina Delgado	X	X	-	-	X	X	X	X	X	A		1
8	Armando Erba							A	X	X	A		1
9	Linda Ferraro	-	-	-	-	A	A	A	X	A	A		4
10	Ken Flyte	-	-	-	-	A	A	A	A	A	X		4
11	Lisa Gluz	X	X	-	-	A	A	A	A	A	A		5
12	Robert James							A	A	A	A		3
13	Albana Lame	X	A	-	-	X	X	X	A	X	X		2
14	Ronald Montague	-	X	-	-	A	A	A	X	X	X		2
15	Joanne Montgomery	X	X	-	-	X	X	X	X	A	A		2
16	Mitchell Namias	-	-	-	-	X	X	X	X	X	X		0
17	Daniel Pettit	A	A	-	-	X	X	A	A	X	X		3
18	Richard Radocchia	X	X	-	-	X	X	X	A	X	X		1
19	Roberta Stewart	X	X	-	-	X	A	X	X	X	X		1
20	Charlotte Teel	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		
Max Cisneros (MF)	A	X	A	X	A	X	X	X	A		4		
David Colbert	-	-	X	X	X	X	X	X	X		0		
Chris Cole (Council Co-Chair)	X	X	X	X	X	X	A	A	X		2		
Albana Lame (QI)	X	A	X	X	X	X	X	X	X		1		
Joanne Montgomery (SPA)	X	X	X	X	A	X	X	A	A		3		
Rich Radocchia (MF)							A	X	X		1		
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	A	X	X	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	SPA;QI MF	SPA;QI		0
2	Max Cisneros	SPA;QI	MF	-	-	A	MF	DS; MF	SPA;QI MF	A		2
3	Cassandra Cokley	MF	MF	-	-	A	MF	DS; MF	MF	A		2
4	David Colbert	A	QI	-	-	SPA;QI MF	SPA;QI MF	DS; MF	SPA;QI MF	SPA;QI MF		1
5	Christopher Cole	SPA;MF	SPA;QI MF	-	-	SPA;QI MF	SPA;QI MF	Data Session	A	SPA;QI MF		1
6	Loreen Cuiman	MF	MF	-	-	A	A	A	A	A		5
7	Sabrina Delgado	SPA	MF	-	-	SPA	MF	DS; MF	MF	SPA		0
8	Armando Erba							A	MF	A		2
9	Linda Ferraro	-	-	-	-	SPA	A	A	A	A		4
10	Kenneth Flyte	-	-	-	-	A	A	A	MF	MF		3
11	Lisa Gluz	MF	MF	-	-	A	A	A	A	A		5
12	Robert James							A	A	A		3
13	Albana Lame	SPA; QI;MF	SPA;QI	-	-	SPA;QI MF	SPA;QI MF	Data Session	SPA;QI MF	SPA;QI MF		0
14	Ronald Montague	-	MF	-	-	A	MF	MF	MF	MF		1
15	Joanne Montgomery	SPA;MF	MF	-	-	SPA;QI MF	SPA; MF	DS; MF	SPA	A		1
16	Mitchell Namias	-	-	-	-	SPA; MF	SPA; MF	DS; MF	MF	MF		0
17	Daniel Pettit	A	A	-	-	MF	MF	A	MF	MF		3
18	Richard Radocchia	SPA; QI MF	SPA:QI	-	-	SPA;QI MF	SPA; MF	Data Session	SPA;MF	SPA;QI MF		0
19	Roberta Stewart	SPA; QI; MF	SPA;QI MF	-	-	SPA;QI MF	SPA; QI	DS; MF	SPA;QI MF	SPA;QI MF		0
20	Charlotte Teel	SPA	A	-	-	SPA	SPA	DS; MF	SPA	SPA		1