

Max Cisneros & Rich Radocchia, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, September 11, 2020
Start Time: 10:33 am
End Time: 11:38 am
Location: Zoom Teleconference
Presiding Chair: Rich Radocchia
Recorder: Michael Koran

Summary of Committee Votes

- Approval of August 14, 2020 Meeting Minutes
- Motion to go into Executive Session
- Motion to come out of Executive Session
- Motion to extend committee meeting by 10 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 10:33 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 August 14, 2020 Meeting Minutes

A motion to approve the August 14, 2020 minutes was made by David Colbert and seconded by Roberta Stewart

For: (7) Ardila, Namias, Colbert, Delgado, Cokley, Montague, Cisneros

Against: (0)

Abstain: (5) Flyte, Pettit, Stewart, Lame, 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.

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b. **Planning Council Meeting Feedback from August 14, 2020**

Planning Council Support Staff presented the survey results and overall feedback was good. There was consideration given to comments regarding difficulty with using the Zoom platform and this will be addressed further in the Planning Council meeting during the training item on the agenda.

c. **Manage the Membership Application Process**

We currently have 3 new applications to review:

Roberta Stewart made a motion to move into executive session to review the 3 new Planning Council applications and it was seconded by Max Cisneros.

For: (12) Ardila, Namias, Colbert, Delgado, Cokley, Montague, Cisneros, Flyte, Pettit, Stewart
Lame, Radocchia

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to come out of executive session and it was seconded by Max Cisneros.

For: (12) Ardila, Namias, Colbert, Delgado, Cokley, Montague, Cisneros, Flyte, Pettit, Stewart
Lame, Radocchia

Against: (0)

Abstain: (0)

The committee decided to invite all 3 applicants into the membership application process.

d. **Review Planning Council member attendance**

The committee reviewed all attendance and the attendance requirements outlined in the NHFF Bylaws were discussed.

Roberta Stewart made a motion to move this topic to the Strategic Planning & Assessment Committee and ask that the Attendance Requirement section of the By Laws be reviewed and a possible change to the language be made to take our current pandemic situation into consideration and Mitchell Namias seconded it.

For: (11) Ardila, Namias, Colbert, Delgado, Cokley, Montague, Cisneros, Flyte, Pettit, Stewart,
Lame

Against: (0)

Abstain: (1) Radocchia

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.

Roberta Stewart made a motion to extend the meeting 10 minutes and Inthiany Ardila seconded it.

For: (12) Ardila, Namias, Colbert, Delgado, Cokley, Montague, Cisneros, Flyte, Pettit, Stewart
Lame, Radocchia

Against: (0)

Abstain: (0)

f. **Assist with membership recruitment campaign**

Max discussed the ideas he had about membership and recruitment. Rich suggested a work group to help discuss this outside of the committee meetings. Sabrina Delgado and Inthiany Ardila volunteered to help Rich and Max with this work group. They will meet before the October meeting and report back on this in October.

(6.0) Open Parking Lot Items

None

(7.0) Adjournment

The meeting adjourned at 11.38 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	X		
2.	Max Cisneros Co-Chair	A	X	-	-	A	X	X	X		
3.	Cassandra Cokley	X	X	-	-	A	X	X	X		
4.	David Colbert	A	A	-	-	X	X	X	X		
5.	<i>Chris Cole PC Co-Chair</i>	X	X	-	-	X	X	A	A		
6.	Loreen Cuiman	X	X	-	-	A	A	A	A		
7.	Sabrina Delgado	A	X	-	-	A	X	X	X		
8.	Armando Erba							A	A		
9.	Linda Ferraro	-	-	-	-	-	A	A	A		
10.	Kenneth Flyte	-	-	-	-	-	A	A	X		
11.	Lisa Gluz	X	X	-	-	A	A	A	A		
12.	Robert James							A	A		
13.	Albana Lame	X	A	-	-	X	X	A	X		
14.	Ronald Montague	-	X	-	-	A	X	X	X		
15.	Joanne Montgomery	X	X	-	-	X	X	X	A		
16.	Mitchell Namias	-	-	-	-	X	X	X	X		
17.	Daniel Pettit	A	A	-	-	X	X	A	X		
18.	Richard Radocchia, Co-Chair	X	A	-	-	X	X	A	X		
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A	X	X		
20.	Charlotte Teel	A	A	-	-	A	A	X	A		
	Ryan White Office	X	X	-	-	X	X	X	A		
	Planning Council Staff	X	X	-	-	X	X	X	X		
	% of Council present:	63%	63%	-	-	53%	68%	52%	60%		

Guests: Nancy Kingwood, Mike McGowan

REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Composition as of October 1, 2020

# of Planning Council Members				20						
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%	50%		Current	> 33%	40%		Positive	33%	55%
Women	34%	50%						Negative	NA	45%
Members by Region	Target**	PC		Race	Target	PC		Risk	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%		Ethnicity	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"

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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			0
2	Max Cisneros	A	X	-	-	A	X	X	X	X			2
3	Cassandra Cokley	X	X	-	-	A	A	A	X	X			2
4	David Colbert	X	X	-	-	X	X	X	X	X			0
5	Christopher Cole	X	X	-	-	X	X	X	A	A			2
6	Loreen Cuiman	X	X	-	-	A	A	A	A	A			4
7	Sabrina Delgado	X	X	-	-	X	X	X	X	X			0
8	Armando Erba							A	X	X			0
9	Linda Ferraro	-	-	-	-	A	A	A	X	A			3
10	Ken Flyte	-	-	-	-	A	A	A	A	A			4
11	Lisa Gluz	X	X	-	-	A	A	A	A	A			4
12	Robert James							A	A	A			2
13	Albana Lame	X	A	-	-	X	X	X	A	X			2
14	Ronald Montague	-	X	-	-	A	A	A	X	X			2
15	Joanne Montgomery	X	X	-	-	X	X	X	X	A			1
16	Mitchell Namias	-	-	-	-	X	X	X	X	X			0
17	Daniel Pettit	A	A	-	-	X	X	A	A	X			3
18	Richard Radocchia	X	X	-	-	X	X	X	A	X			1
19	Roberta Stewart	X	X	-	-	X	A	X	X	X			1
20	Charlotte Teel	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				3	
David Colbert	-	-	X	X	X	X	X	X				0	
Chris Cole (Council Co-Chair)	X	X	X	X	X	X	A	A				2	
Albana Lame (QI)	X	A	X	X	X	X	X	X				1	
Joanne Montgomery (SPA)	X	X	X	X	A	X	X	A				2	
Rich Radocchia (MF)							A	X				1	
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	A	X	X				1	

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#	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			0
2	Max Cisneros	SPA;QI	MF	-	-	A	MF	DS; MF	SPA;QI MF			1
3	Cassandra Cokley	MF	MF	-	-	A	MF	DS; MF	MF			1
4	David Colbert	A	QI	-	-	SPA;QI MF	SPA;QI MF	DS; MF	SPA;QI MF			1
5	Christopher Cole	SPA;MF	SPA;QI MF	-	-	SPA;QI MF	SPA;QI MF	Data Session	A			1
6	Loreen Cuiman	MF	MF	-	-	A	A	A	A			4
7	Sabrina Delgado	SPA	MF	-	-	SPA	MF	DS; MF	MF			0
8	Armando Erba							A	MF			1
9	Linda Ferraro	-	-	-	-	SPA	A	A	A			3
10	Kenneth Flyte	-	-	-	-	A	A	A	MF			3
11	Lisa Gluz	MF	MF	-	-	A	A	A	A			4
12	Robert James							A	A			2
13	Albana Lame	SPA; QI;MF	SPA;QI	-	-	SPA;QI MF	SPA;QI MF	Data Session	SPA;QI MF			0
14	Ronald Montague	-	MF	-	-	A	MF	MF	MF			1
15	Joanne Montgomery	SPA;MF	MF	-	-	SPA;QI MF	SPA; MF	DS; MF	SPA			0
16	Mitchell Namias	-	-	-	-	SPA; MF	SPA; MF	DS; MF	MF			0
17	Daniel Pettit	A	A	-	-	MF	MF	A	MF			3
18	Richard Radocchia	SPA; QI MF	SPA:QI	-	-	SPA;QI MF	SPA; MF	Data Session	SPA;MF			0
19	Roberta Stewart	SPA; QI; MF	SPA;QI MF	-	-	SPA;QI MF	SPA; QI	DS; MF	SPA;QI MF			0
20	Charlotte Teel	SPA	A	-	-	SPA	SPA	DS; MF	SPA			1