

Rich Radocchia & Gigi Chaux, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, October 15, 2021
Start Time: 10:32 am
End Time: 11:45 am
Location: Zoom Teleconference
Presiding Chair: Gigi Chaux
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of September 10, 2021, Meeting Minutes.
- Approval of one renewal Planning Council application.
- Approval of one new Planning Council application.
- Approval of the unobligated balance estimate.

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

Gigi Chaux called the meeting to order at 10:32am. 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

Gigi shared the following: She met with Brian Datcher, Rich Radocchia about feedback given that consumers didn't feel safe voicing their opinions. They discussed having mentors for Planning Council members and having trainings for leadership (cultural humility).

(4.0) Approval of September 10, 2021, Meeting Minutes

A motion to approve the September 10, 2021, minutes was made by Rich Radocchia and seconded by Ken Flyte.

For: (5) Colbert, Flyte, Lame, Radocchia, Stewart

Against: (0)

Abstain: (5) Ardila, Chaux, Cole, Gluz, Montgomery

(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 September 10, 2021, Planning Council Meeting

Rich Radocchia & Gigi Chaux, Co-Chairs

The committee reviewed the feedback from September 10th and the feedback was favorable.

c. Manage Membership Application Process

There are currently one new Planning Council application where the applicant has met their attendance requirement and one renewal application to be reviewed and voted on.

Rich Radocchia made a motion to move into executive session and Joanne Montgomery seconded it:

For: (10) Ardila, Chaux, Colbert, Cole, Flyte, Gluz, Lane, Montgomery, Radocchia, Stewart

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to come out of executive session and Ken Flyte seconded it:

For: (10) Ardila, Chaux, Colbert, Cole, Flyte, Gluz, Lane, Montgomery, Radocchia, Stewart

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to approve the renewal Planning Council application of Lisa Gluz and the new Planning Council application of Anthony Santella and Rich Radocchia seconded it:

For: (10) Ardila, Chaux, Colbert, Cole, Flyte, Gluz, Lane, Montgomery, Radocchia, Stewart

Against: (0)

Abstain: (0)

d. Review Planning Council Member Attendance

This will be reviewed next month to identify Planning Council members who need outreach from Gigi and Rich.

e. Analyze Planning Council Membership for Federal Reflectiveness Mandate

This has not changed and will be reviewed closely next month.

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

Planning Council members expressed interest in becoming part of the efforts to reach out to potential new members.

g. Determine Planning Council Training

- January – Suggestions: By-Laws/MOU/Service Standards

Roberta Stewart made a motion to extend the meeting by 15 minutes and Rich Radocchia seconded it:

For: (10) Ardila, Chaux, Colbert, Cole, Flyte, Gluz, Lane, Montgomery, Radocchia, Stewart

Against: (0)

Abstain: (0)

(6.0) Recipients Office Report

Lakeisha presented the Quarterly Expenditure Report by Service Category and Region along with Staff who coordinated this data with the unduplicated client count for each category/region. All budget revisions are due by November 30th.

Lakeisha also presented the unobligated balance estimate for this current grant year and the committee discussed where to allocate these estimated carryover funds of 5%. After this discussion Rich Radocchia made a motion to divide the amount evenly between the 5 regions and to have 50% go to food bank/home delivered meals and 50% to emergency financial assistance and Chris Cole seconded it:

For: (9) Ardila, Chaux, Colbert, Cole, Flyte, Gluz, Lame, Radocchia, Stewart
Against: (1) Montgomery
Abstain: (0)

Lakeisha will prepare the letter outlining this to go to the co-chairs for their signatures if approved by the Planning Council.

(7.0) Parking Lot Items

Description	Details	Status
Online Training System	A request was made to look into an online training system – Staff is looking into this. 9/13 – a request was made to upload our past trainings to our website and staff will coordinate this.	In Process
Review Reflectiveness	A request was made to closely review our current PC member reflectiveness grid	NEW

(8.0) Announcements

None

(9.0) Adjournment

The meeting adjourned at 11:45 am

Membership Finance Committee Attendance Record – 2021

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	X	X	X	A	X	X	
2.	Gigi Chaux, Co-Chair	-	X	X	X	X	X	X	X	X	
3.	Max Cisneros	A	X	X	X	A	A	A	A	A	
4.	Cassandra Cokley	A	A	A	A	A	A	A	A	A	
5.	David Colbert	X	X	X	X	X	X	X	X	X	
6.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	X	X	A	X	X	
7.	Loreen Cuiman	A	A	A	A	A	A	A	A	A	
8.	Brian Datcher	A	A	X	A	A	X	A	X	A	
9.	Armando Erba	X	X	X	A	X	X	A	A	A	
10.	Kenneth Flyte	X	X	X	X	X	X	X	X	X	
11.	Lisa Gluz	A	A	A	A	A	A	A	A	X	
12.	Robert James	A	A	A	A	A	A	A	A	A	
13.	Albana Lame	X	X	X	A	X	X	X	X	X	
14.	Ronald Montague	A	A	A	A	A	A	X	A	A	
15.	Joanne Montgomery	X	X	X	X	A	X	A	A	X	
16.	Mitchell Namias	X	A	X	X	X	X	X	A	A	
17.	Daniel Pettit	A	X	A	A	A	A	A	A	A	
18.	Kathy Pitner	A	A	A	A	A	A	A	A	A	
19.	Richard Radocchia, Co-Chair	X	A	X	X	X	X	X	X	X	
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	
21.	Charlotte Teel	A	A	A	A	A	A	A	A	A	
	Ryan White Office	X	X	X	X	X	X	A	X	X	
	Planning Council Staff	X	X	X	X	X	X	A	X	X	
	% of Council present:	41%	50%	57%	48%	48%	57%	38%	43%	48%	

Guests: Jean Brown, Anthony Santella

REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Composition as of November 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*										
				Non-Conflicted HIV Status						
Gender	Target	PC			Target	PC		HIV Status	Target	PC
Men	66%	57%		Current	> 33%	38%		Positive	33%	52%
Women	34%	43%						Negative	NA	48%
Members by Region	Target**	PC		Race	Target	PC		Risk	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%		Ethnicity	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	X	A	X	X	X	X	X	X		1
2	Gigi Chaux	-	X	X	X	X	X	X	X	X		0
3	Max Cisneros	A	X	X	X	X	A	X	A	A		4
4	Cassandra Cokley	X	A	A	A	X	X	A	A	X		5
5	David Colbert	X	X	X	X	X	X	X	X	X		0
6	Christopher Cole	X	X	X	X	X	X	A	X	X		1
7	Brian Datcher	X	X	X	A	A	X	A	X	X		3
8	Armando Erba	X	X	X	A	X	X	A	A	A		4
9	Kenneth Flyte	X	X	X	X	X	X	X	X	X		0
10	Lisa Gluz	A	A	A	A	A	X	A	X	A		7
11	Robert James	A	A	A	A	A	A	A	A	A		9
12	Albana Lame	X	X	X	A	X	X	X	X	X		1
13	Ronald Montague	A	A	A	A	A	A	A	A	A		9
14	Joanne Montgomery	X	X	X	X	A	X	X	A	X		2
15	Mitchell Namias	X	A	X	X	X	X	X	A	A		3
16	Daniel Pettit	A	A	A	A	A	A	A	A	A		9
17	Kathyleen Pitner	A	A	X	X	X	X	A	X	X		3
18	Richard Radocchia	X	A	X	X	X	X	X	X	X		2
19	Anthony Santella	-	-	-	-	-	-	-	-	-		-
20	Roberta Stewart	X	X	A	X	X	X	X	X	X		1
21	Charlotte Teel	X	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	
David Colbert (QI)	X	X	X	X	X	X	X	X	X	X		0
Chris Cole (Council Co-Chair)	X	X	X	X	X	X	A	X	X			1
Albana Lame (QI)	X	X	X	A	X	X	X	X	X			1
Joanne Montgomery (SPA)	X	X	X	X	A	X	A	A	X			3

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Mitchell Namias (SPA)	-	A	X	X	X	X	X	X	A	A		3
Rich Radocchia (MF)	X	A	X	X	X	X	X	X	X	X		0
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	X	X	X	X	X		0

Planning Council Committee Attendance

#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	SPA;QI	SPA;QI	SPA;QI	SPA;QI	SPA; QI MF	SPA; QI MF	A	MF	MF		1
2	Gigi Chaux	-	SPA;QI	SPA;QI; MF	SPQ;QI MF	SPQ;QI MF	QI; MF	MF	SPQ;QI MF	SPQ;QI MF		0
3	Max Cisneros	A	MF	MF	SPA;QI MF	A	A	A	A	A		6
4	Cassandra Cokley	MF	A	A	A	A	MF	A	A	A		7
5	David Colbert	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	MF	SPQ;QI MF	MF		0
6	Christopher Cole	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	A	SPQ;QI MF	SPQ;QI MF		1
7	Brian Datcher	SPA	SPA;QI	SPA;QI	SPA;QI	A	SPA; QI; MF	A	SPQ;QI MF	A		3
8	Armando Erba	MF	MF	MF	A	MF	MF	A	A	A		4
9	Kenneth Flyte	MF	MF	MF	MF	MF	MF	MF	MF	MF		0
10	Lisa Gluz	A	A	A	A	A	MF	A	A	MF		7
11	Robert James	A	A	A	A	A	A	A	A	A		9
12	Albana Lame	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI	SPA;QI; MF	SPA;QI; MF	MF	SPQ;QI MF	SPQ;QI MF		0
13	Ronald Montague	A	A	MF	A	A	A	MF	A	A		7
14	Joanne Montgomery	SPA;MF	SPA;QI; MF	SPA;MF	SPA;MF	SPA	SPA; MF	A	SPA	SPA;MF		1
15	Mitchell Namias	MF	SPA	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	MF	SPA	SPA		0
16	Daniel Pettit	A	MF	A	A	A	A	A	A	A		8
17	Kathyleen Pitner	SPA	A	SPA	SPA	SPA	SPA	A	SPA	SPA		2
18	Richard Radocchia	SPA;QI; MF	SPA;QI	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	MF	SPQ;QI MF	SPQ;QI MF		0



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19	Anthony Santella	-	-	-	-	-	-	-	-	-	-	-
20	Roberta Stewart	SPA;QI; MF	SPA;QI ; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	SPA;QI; MF	MF	SPQ;QI MF	SPQ;QI MF		0
21	Charlotte Teel	A	SPA	SPA;QI	SPA	SPA	SPA	A	SPA	SPA		2