

*Max Cisneros & Rich Radocchia, Co-Chairs*

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**Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, September 13, 2019  
**Start Time:** 10:45 am  
**End Time:** 11:42 pm  
**Location:** Burroughs Community Center  
**Presiding Chair:** Max Cisneros & Rich Radocchia  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

- Approval of August 9, 2019 Meeting 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 10:45 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(1.0) Welcome and Introduction**

All participants introduced themselves.

**(2.0) Co-Chair Announcements**

There were none

**(3.0) Approval of August 9, 2019 Meeting Minutes**

A motion to approve the August 9, 2019 minutes was made by Roberta Stewart and seconded by Chris Cole

**For: (4)** Stewart, Lame, Cole, Cuiman

**Against: (0)**

**Abstain: (5)** Cisneros, Radocchia, Cokely, Gluz, Delgado

**(4.0) 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. **Manage the Membership Application Process**

We currently have new application to review:

Roberta Stewart made a motion to go into executive session and Chris Cole seconded it.

**For: (9)** Stewart, Lame, Cole, Cuiman, Cisneros, Radocchia, Cokely, Gluz, Delgado

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Chris Cole seconded it.

**For: (9)** Stewart, Lame, Cole, Cuiman, Cisneros, Radocchia, Cokely, Gluz, Delgado

**Against: (0)**

**Abstain: (0)**

It was decided to invite Scott Nelson into the membership application process.

c. **Review PC Member Attendance**

We reviewed all PC member attendance and 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 38%.

e. **Planning Council Meeting Feedback from August 9, 2019**

Staff presented the survey results and most feedback was favorable. There was a comment about the make-up of the Planning Council being more representative of the epidemic and a discussion followed.

Chris Cole made a motion to extend the meeting by 15 minutes and Albana Lame seconded it:

**For: (9)** Stewart, Lame, Cole, Cuiman, Cisneros, Radocchia, Cokely, Gluz, Delgado

**Against: (0)**

**Abstain: (0)**

f. **Determine Future Planning Council Training**

October – Directives

November-Service Standards

**(5.0) Open Parking Lot Items**

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance
Discussion about current meeting schedule and how to optimize consumer attendance. Also, please take a look at our attendance policy	3/9 discussion took place with various scenarios presented to maximize consumer attendance. This will be an ongoing discussion.



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	1/9: we will revisit this in 6 months after reviewing feedback on this issue on the PC feedback survey.
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**(6.0) Adjournment**

The meeting adjourned at 11:42 am

**Membership Finance Committee Attendance Record – 2019**

	<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	A	A	A	A	X	A	A	A		
2.	<b>Max Cisneros Co-Chair</b>	X	X	A	X	X	A	X	X		
3.	Cassandra Cokley	A	X	A	X	X	X	A	X		
4.	David Colbert	-	-	-	-	X	A	A	A		
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	A	X	X	X		
6.	Loreen Cuiman	X	X	X	A	X	A	X	X		
7.	Sabrina Delgado	A	X	A	A	A	X	A	X		
8.	Thomas Evans	X	X	X	X	A	A	A	A		
9.	Heather Garofalo	A	A	A	A	A	A	A	A		
10.	Lauren Gau	X	X	X	X	X	X	A	A		
11.	Lisa Gluz	X	X	X	X	X	X	A	X		
12.	Heidi Jenkins	A	A	X	X	X	X	X	A		
13.	Albana Lame	X	X	X	X	X	X	X	X		
14.	Joanne Montgomery	X	X	A	A	X	X	X	A		
15.	Daniel Pettit	-	-	-	-	-	-	A	A		
16.	<b>Richard Radocchia Co-Chair</b>	X	A	X	X	X	X	A	X		
17.	Christine Romanik	X	X	X	X	X	X	A	A		
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X		
19.	Aaron Stuart	-	-	-	-	X	A	A	A		
20.	Charlotte Teel	A	A	A	A	A	A	A	A		
21.	Donald Winfrey	-	-	-	-	X	A	A	A		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	59%	63%	53%	58%	68%	55%	33%	43%		

Guests: Scott Nelson, Ronald Montigue, Ken Flyte



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REFLECTIVENESS

New Haven and Fairfield Counties

**Planning Council Composition as of October 1, 2019**

# of Planning Council Members				21					
<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%	38%		Current	> 33%	38%	Positive	33%	52%
Women	34%	62%					Negative	NA	48%
<b>Members by Region</b>	Target**	PC		<b>Race</b>	Target	PC	<b>Risk</b>	Target	PC
Region 1, New Haven	34%	29%		Black	38%	33%	IDU	28%	18%
Region 2, Waterbury	20%	10%		White	27%	67%	MSM	28%	45%
Region 3, Bridgeport	25%	29%		<b>Ethnicity</b>	Target	PC	MSM/IDU	2%	0%
Region 4, Stam./Norw.	16%	10%		Hispanic	32%	19%	Hetero	29%	27%
Region 5, Danbury	5%	14%		Other	3%	5%	Presumed Hetero	3%	0%
Out of EMA	0%	10%					Pedi/Other	2%	0%
Unidentified	0%	0%					Other	8%	9%

\*Target percentage information provided by CTDHP 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	August	Sept	Oct	Nov	Absences
1	Inthiany Ardilla	X	X	X	X	X	A	X	X			1
2	Max Cisneros	X	X	A	X	X	A	X	X			2
3	Cassandra Cokley	A	X	A	X	X	X	A	X			3
4	David Colbert	-	-	-	-	X	A	X	X			1
5	Christopher Cole	X	X	X	X	A	X	X	X			1
6	Loreen Cuiman	X	X	X	A	X	A	X	X			2
7	Sabrina Delgado	A	X	A	X	A	X	X	X			3
8	Thomas Evans	X	X	X	X	A	A	A	A			4
9	Heather Garofalo	X	A	X	X	X	A	X	X			2
10	Lauren Gau	X	X	X	X	X	X	A	A			2
11	Lisa Gluz	X	X	X	X	X	X	A	X			1
12	Heidi Jenkins	A	A	X	X	X	X	X	A			3
13	Albana Lame	X	X	X	X	X	X	X	X			0
14	Joanne Montgomery	X	X	A	A	X	X	X	A			3
15	Daniel Pettit	-	-	-	-	-	-	A	A			2
16	Richard Radocchia	X	A	X	X	X	X	A	X			2
17	Christine Romanik	X	X	X	X	X	X	X	A			1
18	Roberta Stewart	X	X	X	X	X	X	X	X			0
19	Aaron Stuart	-	-	-	-	X	A	A	A			3
20	Charlotte Teel	X	X	X	X	X	X	X	X			0
21	Donald Winfrey	-	-	-	-	X	A	A	A			3

**Executive Committee Attendance**

Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences
Max Cisneros (MF)	X	X	A	X	X	A	X	X			2
Chris Cole (Council Co-Chair)	X	X	X	X	A	X	X	X			1
Lauren Gau (SPA)	X	X	X	X	X	X	A	A			2
Albana Lame (QI)	X	X	X	X	X	X	X	X			0
Joanne Montgomery (SPA)	X	X	A	X	X	X	X	A			2
Rich Radocchia (MF)	X	A	X	X	X	X	A	X			2
Christine Romanik (QI)	X	X	X	X	X	X	X	A			1
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	X	X	X			0



NEW HAVEN / FAIRFIELD  
**COUNTIES**  
 RYAN WHITE PLANNING COUNCIL

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Planning Council Committee Attendance												
#	Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences
1	Inthiany Ardilla	SPA	SPA	SPA	SPA	SPA	SPA	-	SPA			0
2	Max Cisneros	SPA;QI;MF	MF	A	SPA;QI;MF	SPA;QI;MF	A	-	SPA;QI;MF			2
3	Cassandra Cokley	A	MF	A	MF	MF	MF	-	MF			2
4	David Colbert	-	-	-	-	SPA;QI;MF	SPA;QI	-	SPA;QI			0
5	Christopher Cole	MF	SPA;QI MF	MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	-	SPA;QI;MF			0
6	Loreen Cuiman	MF	MF	MF	A	MF	A	-	MF			2
7	Sabrina Delgado	A	MF	A	SPA	SPA	MF	-	MF			2
8	Thomas Evans	MF	MF	MF	MF	A	A	-	A			3
9	Heather Garofalo	A	SPA	SPA	SPA	A	A	-	A			4
10	Lauren Gau	SPA;MF	SPA; MF	SPA;MF	SPA;MF	SPA;MF	SPA; MF	-	A			0
11	Lisa Gluz	MF	MF	MF	MF	MF	MF	-	MF			0
12	Heidi Jenkins	A	A	MF	MF	MF	MF	-	A			3
13	Albana Lame	SPA;QI;MF	SPA;QI; MF	SPA;QI; MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	-	SPA;QI;M			0
14	Joanne Montgomery	MF	SPA;QI;MF	SPA;QI	MF	SPA;QI;MF	SPA;QI;MF	-	SPA;QI			0
15	Daniel Pettit	-	-	-	-	-	-	-	A			1
16	Richard Radocchia	SPA;QI;MF	SPA;QI	MF	SPA;QI;MF	SPA;QI;MF	SPA; MF	-	MF			0
17	Christine Romanik	QI;MF	QI;MF	MF	QI;MF	QI;MF	QI;MF	-	QI			0
19	Roberta Stewart	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	-	SPA;QI;MF			0
18	Aaron Stuart	-	-	-	-	SPA	A	-	A			2
20	Charlotte Teel	A	SPA	SPA	SPA	SPA	SPA	-	A			2
21	Donald Winfrey	-	-	-	-	MF	A	-	A			2

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