

*Gigi Chaux & Richard Radocchia, Co-Chairs*

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### Membership/Finance Meeting Minutes

**Meeting Date:** Friday, April 14, 2023  
**Start Time:** 10:02 am  
**End Time:** 11:01 am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Gigi Chaux **Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from the March 10, 2023

#### (1.0) Moment of Silence

- Gigi called the meeting to order at 10:02am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

- Gigi introduced herself and her role as co-chair. All participants introduced themselves.

#### (3.0) Co-Chair Announcements

- There were no announcements.

#### (4.0) Approval of the March 10<sup>th</sup>, 2023, meeting minutes

A motion to approve the March, 2023, meeting minutes was made by Mitchell Namias and seconded by Roberta Stewart

**For: (8)** Daniels, Datcher, Montgomery, Namias, Radocchia, Ricciardelli, Spencer, Stewart

**Against: 0**

**Abstain: (3)** Chaux, McNeil, Weeks

#### (5.0) New Business/Old Business

##### a. Review the Membership/Finance Committee Activity Timeline

- Reviewed the current PCAT for Membership/Finance and all activities are right on target.

##### b. Assist with the Membership Recruitment Campaign

- We have received several more applications that are currently in process. Our recruitment efforts are going very well.

##### c. Review Planning Council Membership

We currently have 2 applicants who are working on completing their attendance requirements.

##### d. Review Planning Council Meeting Feedback from March 10, 2023

Gigi reviewed all Planning Council feedback and there was little feedback and no comments. We discussed ways to encourage more participation in our feedback survey. Staff will print out paper feedback forms as well as using the QR code feature in survey monkey.

##### e. Review PC attendance

Staff reviewed the attendance for all Planning Council members. Everyone is in good standing.

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f. **Review PC Membership for Federal reflectiveness mandate**

Membership reflectiveness was explained to all attendees. We are currently at 18 Planning Council members and staff is going to review all mandated service categories to determine what areas we are in need of representation and present this at next month's meeting.

g. **Determine Planning Council trainings**

- May – Priority Setting Process
- June – Resource Allocation Process

**(6.0) Recipient's Office Report**

Tom Butcher gave the report.

1. The final award has not yet come out but we should be hearing very soon.
2. 2 contracts are still with the Mayor waiting for approval.
3. The 3 regions who have their approved contacts will have their invoices paid on time.
4. Interviews for the quality management manager are going well. We have 4 applicants and then we'll move to a final 2 for another of interviews.

**(7.0) Parking Lot Items**

Plan committee trainings for the year

- PC would like CR to come up with a list of commonly used acronyms during PC meetings.

**(8.0) Announcements**

None

**(9.0) Adjournment**

The meeting adjourned at 11:01am

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**Membership Finance Committee Attendance Record – 2023**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</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	X	X	A						
2.	Samuel Bowens	A	A	A	A						
3.	<b>Gigi Chaux, Co-Chair</b>	A	X	A	X						
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	A						
5.	Wallace Daniels			X	X						
6.	Brian Datcher	X	X	X	X						
7.	Kimberly Fair				A						
8.	Kisha Gainer				A						
9.	Gloria McNeil				X						
10.	Joanne Montgomery	X	X	X	X						
11.	Mitchell Namias	X	X	X	X						
12.	<b>Richard Radocchia, Co-Chair</b>	X	A	X	A						
13.	Carmella Ricciardelli			X	X						
14.	Anthony Santella	X	X	X	A						
15.	Carolyn Spencer	X	X	X	X						
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X						
17.	Tracey Webster				A						
18.	Lisa Weeks				X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	69%	83%	83%	56%						

Guests: Nitza Agosto, Jean Brown, Makayla Dawkins



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Ryan White Planning Council Membership Reflectiveness  
 New Haven and Fairfield Counties  
**Planning Council Composition as of April 1, 2023**

# of Planning Council Members	18								
<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>Gender</b>	<b>Target</b>	<b>PC</b>	<b>Non-Conflicted HIV Status</b>		<b>Target</b>	<b>PC</b>	<b>HIV Status</b>	<b>Target</b>	<b>PC</b>
Men	66%	39%		Current	> 33%	44%	Positive	33%	58%
Women	34%	61%					Negative	NA	42%
<b>Members by Region</b>	<b>Target**</b>	<b>PC</b>	<b>Race/Ethnicity</b>		<b>Target</b>	<b>PC</b>	<b>Risk</b>	<b>Target</b>	<b>PC</b>
1, New Haven	34%	33%		Black	38%	39%	IDU	25%	9%
2, Waterbury	20%	6%		Hispanic	32%	22%	MSM	31%	27%
3, Bridgeport	25%	33%		White	27%	33%	MSM/IDU	2%	0%
4, Stam./Norw.	16%	6%		Other	3%	6%	Hetero	32%	46%
5, Danbury	5%	11%		Note: "Other" race includes Asian, American Indian, Alaskan Native, American Indian, Alaskan Native, Pacific Islander and mutli-racial.			Pedi/Other	2%	0%
Out of EMA	0%	11%					Other	8%	18%
Unidentified	0%	0%							
*Target percentage information provided by CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/20"									

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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	X	A							1
2	Samuel Bowens	A	A	A	X							3
3	Gigi Chaux	A	X	A	X							2
4	Christopher Cole	A	X	X	X							1
5	Wallace Daniels	-	-	X	X							0
6	Brian Datcher	X	A	X	X							1
7	Kimberly Fair	-	-	-	A							1
8	Kisha Gainer	-	-	-	X							
9	Gloria McNeil	-	-	-	X							
10	Joanne Montgomery	X	X	X	X							0
11	Mitchell Namias	X	X	X	X							0
12	Richard Radocchia	X	A	X	X							1
13	Carmella Ricciardelli	-	-	X	X							0
14	Anthony Santella	X	X	X	X							0
15	Carolyn Spencer	X	A	X	X							1
16	Roberta Stewart	X	X	X	X							0
17	Tracy Webster	-	-	-	X							
18	Lisa Weeks	-	-	-	X							

Executive Committee Attendance												
Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
Gigi Chaux (MF)	A	X	A	X							2	
Chris Cole (Council Co-Chair)	A	X	X	X							1	
Joanne Montgomery (SPA)	X	X	X	X							0	
Mitchell Namias (SP)	X	X	X	X							0	
Rich Radocchia (MF)	X	A	X	X							1	
Anthony Santella (QI)	X	X	X	X							0	
Roberta Stewart (Council Co-Chair)	X	X	X	X							0	

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#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	SPA;QI; MF	SPA;QI; MF	QUISP; MF	QUISPA							0
2	Samuel Bowens	SPA	ABSENT	ABSENT	MF							2
3	Gigi Chaux	SPA;QI	SPA;QI; MF	QUISP	QUISPA; MF							0
4	Christopher Cole	ABSENT	SPA;QI ;MF	QUISP; MF	ABSENT							0
5	Wallace Daniels	-	-	MF	MF							0
6	Brian Datcher	MF	MF	QUISP; MF	QUISPA; MF							0
7	Joanne Montgomery	SPA;QI; MF	SPA;QI; MF	MF	QUISPA; MF							0
8	Mitchell Namias	SPA;QI; MF	SPA;QI; MF	QUISP; MF	QUISPA; MF							0
9	Richard Radocchia	SPA;QI; MF	SPA;QI; MF	QUISP; MF	QUISPA							0
10	Carmella Ricciardelli	-	-	MF	MF							0
11	Anthony Santella	SPA;QI	SPA;QI ;MF	QUISP; MF	QISPA							0
12	Carolyn Spencer	SPA;QI; MF	SPA;QI; MF	QUISP; MF	QUISPA; MF							0
13	Roberta Stewart	SPA;QI; MF	SPA;QI ;MF	QUISP; MF	QUISPA; MF							0

**QISPA: Quality Improvement Strategic Planning & Assessment Committee | M/F: Membership/Finance Committee**