

Membership/Finance Meeting Minutes

Meeting Date: Friday, November 3, 2023
Start Time: 10:30 am
End Time: 11:21 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Gigi Chaux
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the October 13, 2023 meeting.

(1.0) Moment of Silence

Gigi Chaux called the meeting to order at 10:30am. 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 October 13, 2023, meeting minutes

A motion to approve the October 13, 2023, meeting minutes was made by Joanne Montgomery and seconded by Inthiany Ardila.

For: (10) Ardila, Chaux, Datcher, Johns, Johnson, McNeil, Montgomery, Radocchia, Ricciardelli, Stewart

Against: (0)

Abstain: (0)

(5.0) New Business/Old Business

a. Review the Membership/Finance Committee Activity Timeline

We reviewed the current PCAT for Membership/Finance and all activities are right on target.

b. Review Planning Council Meeting Feedback from October 13, 2023

We had 18 responses which is a very favorable number of surveys. We discussed a comment regarding training for leadership positions on the Planning Council.

c. Assist with the Membership Recruitment Campaign

We have 2 applications that are currently in process and continue to see new applications almost every month.

d. Review Planning Council Membership

Roberta Stewart made a motion to move into executive session and Rich Radocchia seconded it.

For: (10) Ardila, Chaux, Datcher, Johns, Johnson, McNeil, Montgomery, Radocchia, Ricciardelli, Stewart

Against: (0)

Abstain: (0)

Joanne Montgomery made a motion to come out of executive session and Chris Cole seconded it.

For: (14) Ardila, Chaux, Cole, Datcher, Gainer, Johns, Johnson, McNeil, Montgomery, Radocchia, Ricciardelli, Spencer, Stewart, Webster

Against: 0

Abstain: (0)

We reviewed one new Planning Council application and it was decided to invite the applicant into the membership process.

e. **Review Planning Council Member Attendance**

Staff reviewed the attendance of all Planning Council members. All attendance was accurate and everyone is in good standing.

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

Membership reflectiveness was explained to all attendees. We currently have 19 Planning Council members, and we are missing representation in 3 mandated categories and the Planning Council is working on filling these positions. Staff explained the status of each missing category. Staff will also reach out to all PC members who identified their transmission category as 'other' to see if they would like to be more specific with the categories offered.

g. **Determine Planning Council Trainings**

- January – We will present a training on the services that are funded in our EMA.

(6.0) Recipient's Office Report

Tom Butcher gave the following report and presented the estimated carryover request for GY 2023 and that amount is \$32,121. This was discussed and it was decided that \$32,121 would be split evenly among the 5 regions in the service category food bank/home delivered meals.

A motion to approve the estimated unobligated balance was made by Rich Radocchia and seconded by Clara Johnson.

For: (10) Ardila, Chaux, Datcher, Johns, Johnson, McNeil, Montgomery, Radocchia, Ricciardelli, Stewart

Against: (0)

Abstain: (0)

(7.0) Parking Lot Items

There are none.

(8.0) Announcements

Jean will send staff flyers on events happening in their region.

(9.0) Adjournment

The meeting adjourned at 11:21am

Gigi Chaux & Richard Radocchia, Co-Chairs

Membership Finance Committee Attendance Record – 2023

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	A	X	X	X	X	X	X
2.	Marco Castro							X	X	A	A
3.	Gigi Chaux, Co-Chair	A	X	A	X	X	X	X	X	X	X
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	A	X	X	X	X	X	A
5.	Wallace Daniels			X	X	X	A	X	A	A	A
6.	Brian Datcher	X	X	X	X	A	X	X	X	X	X
7.	Kisha Gainer				A	A	X	X	X	A	A
8.	Christopher Johns								X	X	X
9.	Clara Johnson							X	X	X	X
10.	Gloria McNeil				X	X	X	A	A	X	X
11.	Joanne Montgomery	X	X	X	X	X	A	A	X	X	X
12.	Mitchell Namias	X	X	X	X	X	X	X	X	A	A
13.	Richard Radocchia, Co-Chair	X	A	X	A	X	A	X	A	X	X
14.	Carmella Ricciardelli			X	X	A	X	X	X	X	X
15.	Anthony Santella	X	X	X	A	X	A	A	X	A	A
16.	Carolyn Spencer	X	X	X	X	X	X	X	A	X	A
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	A	A	X	X	X	X
18.	Tracey Webster				A	A	A	X	X	X	A
19.	Lisa Weeks				X	X	X	A	A	X	A
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	69%	83%	83%	56%	61%	50%	65%	74%	74%	53%

Guests: Nitza Agosto, Tina Perkins, Jean Brown, Suzette Davidson

Ryan White Planning Council Membership Reflectiveness
New Haven and Fairfield Counties

Planning Council Composition as of January 1, 2024

# of Planning Council Members	19								
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									
7. Hospital planning agencies or health-care planning agencies									
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									
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%	42%		Current	> 33%	53%	Positive	33%	68%
Women	34%	58%					Negative	NA	32%
Members by Region	Target**	PC		Race/Ethnicity	Target	PC	Risk	Target	PC
1, New Haven	34%	37%		Black	38%	42%	IDU	25%	8%
2, Waterbury	20%	5%		Hispanic	32%	26%	MSM	31%	38%
3, Bridgeport	25%	26%		White	27%	32%	MSM/IDU	2%	0%
4, Stam./Norw.	16%	11%		Other	3%	0%	Hetero	32%	31%
5, Danbury	5%	10%		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%	10%					Other	8%	23%
Unidentified	0%	0%							1. Needle stick 2. Unknown 3.
*Target percentage information provided by CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/20"									

Gigi Chaux & Richard Radocchia, Co-Chairs

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3	Gigi Chaux											
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5	Wallace Daniels											
6	Brian Datcher											
7	Christopher Johns											
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9	Clara Johnson											
10	Gloria McNeil											
11	Joanne Montgomery											
12	Mitchell Namias											
13	Richard Radocchia											
14	Carmella Ricciardelli											
15	Anthony Santella											
16	Carolyn Spencer											
17	Roberta Stewart											
18	Tracy Webster											
19	Lisa Weeks											

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

Gigi Chaux & Richard Radocchia, Co-Chairs

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