

Membership/Finance Meeting Minutes

Meeting Date: Friday, September 15, 2023
Start Time: 10:31 am
End Time: 11:34 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Gigi Chaux
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 11, 2023 meeting.
- Approval of Planning Council applicants who have completed their attendance requirements.

(1.0) Moment of Silence

- Gigi called the meeting to order at 10:31am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

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

(3.0) Co-Chair Announcements

- There were no announcements.

(4.0) Approval of the August 11, 2023, meeting minutes

A motion to approve the August 11, 2023, meeting minutes was made by Joanne Montgomery and seconded by Roberta Stewart.

For: (12) Ardila, Castro, Chaux, Cole, Datcher, Gainer, Johns, Johnson, Ricciardelli, Spencer, Stewart, Webster

Against: 0

Abstain: (2) Montgomery, Radocchia

(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 August 11, 2023

Gigi reviewed all Planning Council feedback and there were many comments regarding members feelings. Specifically, there was a question asking if clients who are attending meetings could receive more than 1 \$10 gift card for each meeting they attend and staff will look into the budget for that.

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

Joanne Montgomery made a motion to move into executive session and Roberta Stewart seconded it.

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

Against: 0

Abstain: (0)

Roberta Stewart made a motion to come out of executive session and Joanne Montgomery seconded it.

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

Against: 0

Abstain: (0)

We currently have 1 applicant who has completed his attendance requirement. We discussed this applicant and will continue discussing the application and our next meeting.

e. **Review Planning Council Member Attendance**

Staff reviewed the attendance for all Planning Council members. We have 2 Planning Council members who will be removed from the Planning Council due to excessive absences if they do not attend meetings today.

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

Membership reflectiveness was explained to all attendees. We currently have 21 Planning Council members and we are missing representation in 2 mandated categories and the Planning Council is working on filling these positions.

g. **Determine Planning Council Trainings**

- October – New Planning Council Member Training

Joanne Montgomery made a motion to extend the meeting by 10 minutes and Roberta Stewart seconded it.

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

Against: 0

Abstain: (0)

(6.0) Recipient's Office Report

Lakesha Green presented the Quarterly Expenditures by Service Category from March – May. We are on track with our spending based on the information presented. We are going to review the Quarterly Expenditures by Service Category as well as by Region in October for June – August.

(7.0) Parking Lot Items

There are none.

(8.0) Announcements

None

(9.0) Adjournment

The meeting adjourned at 11:34am

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		
2.	Marco Castro							X	X		
3.	Gigi Chaux, Co-Chair	A	X	A	X	X	X	X	X		
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	A	X	X	X	X		
5.	Wallace Daniels			X	X	X	A	X	A		
6.	Brian Datcher	X	X	X	X	A	X	X	X		
7.	Kisha Gainer				A	A	X	X	X		
8.	Christopher Johns								X		
9.	Clara Johnson							X	X		
10.	Gloria McNeil				X	X	X	A	A		
11.	Joanne Montgomery	X	X	X	X	X	A	A	X		
12.	Mitchell Namias	X	X	X	X	X	X	X	X		
13.	Richard Radocchia, Co-Chair	X	A	X	A	X	A	X	A		
14.	Carmella Ricciardelli			X	X	A	X	X	X		
15.	Anthony Santella	X	X	X	A	X	A	A	X		
16.	Carolyn Spencer	X	X	X	X	X	X	X	A		
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	A	A	X	X		
18.	Tracey Webster				A	A	A	X	X		
19.	Lisa Weeks				X	X	X	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:	69%	83%	83%	56%	61%	50%	65%	74%		

Guests: Nitza Agosto, Suzette Davidson, Keith Taylor

Ryan White Planning Council Membership Reflectiveness
New Haven and Fairfield Counties

Planning Council Composition as of October 1, 2023

# 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										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%	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%								
*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

Planning Council Attendance												
#	Council Member	J a n	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	X	X	X	A	X	X	X	X			1
2	Marco Castro	-	-	-	-	-	-	X	X			0
3	Gigi Chaux	A	X	A	X	X	X	X	X			2
4	Christopher Cole	A	X	X	X	X	X	X	X			1
5	Wallace Daniels	-	-	X	X	X	A	X	A			2
6	Brian Datcher	X	A	X	X	X	X	X	X			1
7	Christopher Johns	-	-	-	-	-	-	-	X			0
8	Kisha Gainer	-	-	-	X	A	X	X	X			1
9	Clara Johnson	-	-	-	-	-	-	X	X			0
10	Gloria McNeil	-	-	-	X	A	A	A	X			3
11	Joanne Montgomery	X	X	X	X	X	A	A	X			2
12	Mitchell Namias	X	X	X	X	X	X	X	X			0
13	Richard Radocchia	X	A	X	X	X	A	X	X			2
14	Carmella Ricciardelli	-	-	X	X	A	X	X	X			1
15	Anthony Santella	X	X	X	X	X	A	X	X			1
16	Carolyn Spencer	X	A	X	X	X	X	X	X			1
17	Roberta Stewart	X	X	X	X	A	A	X	X			2
18	Tracy Webster	-	-	-	X	X	X	X	X			0
19	Lisa Weeks	-	-	-	X	X	X	A	X			1

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

Planning Council Committee Attendance												
#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	SPA;QI; MF	SPA;QI; MF	QISP; MF	QISPA	QISPA MF	QISPA MF		QISPA MF			0
2	Marco Castro								MF			0
3	Gigi Chaux	SPA;QI	SPA;QI; MF	QISP	QISPA; MF	QISPA MF	QISPA MF		QISPA MF			0
4	Christopher Cole	ABSENT	SPA;QI ;MF	QISP; MF	ABSENT	QISPA	MF		QISPA MF			0
5	Wallace Daniels	-	-	MF	MF	MF	ABSENT		ABSENT			2
6	Brian Datcher	MF	MF	QISP; MF	QISPA; MF	QISPA	QISPA		QISPA MF			0
7	Kisha Gainer				ABSENT	ABSENT	MF		MF			2
8	Christopher Johns	-	-	-	-	-	-		QISPA MF			0
9	Clara Johnson	-	-	-	-	-	-		MF			0
10	Gloria McNeil	-	-	-	MF	ABSENT	ABSENT		ABSENT			3
11	Joanne Montgomery	SPA;QI; MF	SPA;QI; MF	MF	QISPA MF	MF	QISPA MF		MF			0
12	Mitchell Namias	SPA;QI; MF	SPA;QI; MF	QISP; MF	QISPA MF	QISPA MF	QISPA MF		QISPA			0
13	Richard Radocchia	SPA;QI; MF	SPA;QI; MF	QISP; MF	QISPA	QISPA MF	ABSENT		QISPA MF			1
14	Carmella Ricciardelli	-	-	MF	MF	ABSENT	MF		MF			1
15	Anthony Santella	SPA;QI	SPA;QI ;MF	QISP; MF	QISPA	QISPA MF	QISPA MF		QISPA			0
16	Carolyn Spencer	SPA;QI; MF	SPA;QI; MF	QISP; MF	QISPA; MF	QISPA MF	ABSENT		MF			1
17	Roberta Stewart	SPA;QI; MF	SPA;QI ;MF	QISP; MF	QISPA; MF	QISPA	QISPA		QISPA MF			0
18	Tracey Webster	-	-	-	ABSENT	ABSENT	ABSENT		MF			3
19	Lisa Weeks	-	-	-	MF	MF	MF		ABSENT			1

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