

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, October 11, 2019
Start Time: 10:37 am
End Time: 11:50 pm
Location: Burroughs Community Center
Presiding Chair: Max Cisneros & Rich Radocchia
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of September 13, 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 September 13, 2019 Meeting Minutes

A motion to approve the September 13, 2019 minutes was made by Joanne Montgomery and seconded by Christine Romanik

For: (6) Stewart, Lame, Cole, Cisneros, Radocchia, Cokley,

Against: (0)

Abstain: (4) Montgomery, Romanik, Garofalo, Pettit

(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 2 new applications and 2 renewal applications to review:

Roberta Stewart made a motion to go into executive session and Chris Cole seconded it.
For: (10) Stewart, Lame, Cole, Cisneros, Radocchia, Cokley, Montgomery, Romanik, Garofalo, Pettit
Against: (0)
Abstain: (0)

Roberta Stewart made a motion to come out of executive session and Chris Cole seconded it.
For: (10) Stewart, Lame, Cole, Cisneros, Radocchia, Cokley, Montgomery, Romanik, Garofalo, Pettit
Against: (0)
Abstain: (0)

It was decided to invite Savinia Neal and Ronald Montague into the membership application process.

Roberta Stewart made a motion to approve the renewal applications of Cassandra Cokley and Lauren Gau and Chris Cole seconded it:
For: (10) Stewart, Lame, Cole, Cisneros, Radocchia, Cokley, Montgomery, Romanik, Garofalo, Pettit
Against: (0)
Abstain: (0)

Roberta Stewart made a motion to extend the meeting 10 minutes and Albana Lame seconded it:
For: (10) Stewart, Lame, Cole, Cisneros, Radocchia, Cokley, Montgomery, Romanik, Garofalo, Pettit
Against: (0)
Abstain: (0)

c. **Review PC Member Attendance**

We reviewed all PC member attendance and all attendance was reported accurately. We have one member who will be removed from the Planning Council due to excessive absences.

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%. We also discussed that our maximum number of PC members is 45 and to work towards that goal as well as keeping in mind our reflectiveness mandate from HRSA.

e. **Planning Council Meeting Feedback from September 5, 2019**

Staff presented the survey results and most feedback was favorable.

Chris Cole made a motion to extend the meeting by 10 minutes and Roberta Stewart seconded it:
For: (10) Stewart, Lame, Cole, Cisneros, Radocchia, Cokley, Montgomery, Romanik, Garofalo, Pettit
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. 1/9: we will revisit this in 6 months after reviewing feedback on this issue on the PC feedback survey.

(6.0) Adjournment

The meeting adjourned at 11:50 am

Membership Finance Committee Attendance Record – 2019

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	A	X	A	A	A	A	
2.	Max Cisneros Co-Chair	X	X	A	X	X	A	X	X	X	
3.	Cassandra Cokley	A	X	A	X	X	X	A	X	X	
4.	David Colbert	-	-	-	-	X	A	A	A	A	
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	A	X	X	X	X	
6.	Loreen Cuiman	X	X	X	A	X	A	X	X	A	
7.	Sabrina Delgado	A	X	A	A	A	X	A	X	A	
8.	Heather Garofalo	A	A	A	A	A	A	A	A	X	
9.	Lauren Gau	X	X	X	X	X	X	A	A	A	
10.	Lisa Gluz	X	X	X	X	X	X	A	X	A	
11.	Heidi Jenkins	A	A	X	X	X	X	X	A	A	
12.	Albana Lame	X	X	X	X	X	X	X	X	X	
13.	Joanne Montgomery	X	X	A	A	X	X	X	A	X	
14.	Daniel Pettit	-	-	-	-	-	-	A	A	X	
15.	Richard Radocchia Co-Chair	X	A	X	X	X	X	A	X	X	
16.	Christine Romanik	X	X	X	X	X	X	A	A	X	
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	
18.	Aaron Stuart	-	-	-	-	X	A	A	A	A	
19.	Charlotte Teel	A	A	A	A	A	A	A	A	A	
20.	Donald Winfrey	-	-	-	-	X	A	A	A	A	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	59%	63%	53%	58%	68%	55%	33%	43%	50%	

Guests: Ken Flyte

REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Composition as of November 1, 2019

# of Planning Council Members				20					
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%	35%	Current	> 33%	35%		Positive	33%	50%
Women	34%	65%					Negative	NA	50%
Members by Region	Target**	PC	Race	Target	PC		Risk	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%	Ethnicity	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 CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/17"

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	X		1	
2	Max Cisneros	X	X	A	X	X	A	X	X	X		2	
3	Cassandra Cokley	A	X	A	X	X	X	A	X	X		3	
4	David Colbert	-	-	-	-	X	A	X	X	X		1	
5	Christopher Cole	X	X	X	X	A	X	X	X	X		1	
6	Loreen Cuiman	X	X	X	A	X	A	X	X	A		3	
7	Sabrina Delgado	A	X	A	X	A	X	X	X	X		3	
8	Heather Garofalo	X	A	X	X	X	A	X	X	A		3	
9	Lauren Gau	X	X	X	X	X	X	A	A	A		3	
10	Lisa Gluz	X	X	X	X	X	X	A	X	A		2	
11	Heidi Jenkins	A	A	X	X	X	X	X	A	A		4	
12	Albana Lame	X	X	X	X	X	X	X	X	X		0	
13	Joanne Montgomery	X	X	A	A	X	X	X	A	X		3	
14	Daniel Pettit	-	-	-	-	-	-	A	A	X		2	
15	Richard Radocchia	X	A	X	X	X	X	A	X	X		2	
16	Christine Romanik	X	X	X	X	X	X	X	A	X		1	
17	Roberta Stewart	X	X	X	X	X	X	X	X	X		0	
18	Aaron Stuart	-	-	-	-	X	A	A	A	A		4	
19	Charlotte Teel	X	X	X	X	X	X	X	X	X		0	
20	Donald Winfrey	-	-	-	-	X	A	A	A	A		4	

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	X		2	
Chris Cole (Council Co-Chair)	X	X	X	X	A	X	X	X	X		1	
Lauren Gau (SPA)	X	X	X	X	X	X	A	A	A		3	
Albana Lame (QI)	X	X	X	X	X	X	X	X	X		0	
Joanne Montgomery (SPA)	X	X	A	X	X	X	X	A	X		2	
Rich Radocchia (MF)	X	A	X	X	X	X	A	X	X		2	
Christine Romanik (QI)	X	X	X	X	X	X	X	A	X		1	
Roberta Stewart (Council Co-	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	ABS
1	Inthiany Ardilla	SPA	SPA	SPA	SPA	SPA	SPA	-	SPA	SPA;QI		0
2	Max Cisneros	SPA;QI MF	MF	A	SPA;QI MF	SPA;QI MF	A	-	SPA;QI MF	SPA;QI MF		2
3	Cassandra Cokley	A	MF	A	MF	MF	MF	-	MF	MF		2
4	David Colbert	-	-	-	-	SPA;QI MF	SPA;QI	-	SPA;QI	A		1
5	Christopher Cole	MF	SPA;QI MF	MF	SPA;QI;MF	SPA;QI MF	SPA;QI MF	-	SPA;QI MF	SPA;QI MF		0
6	Loreen Cuiman	MF	MF	MF	A	MF	A	-	MF	A		3
7	Sabrina Delgado	A	MF	A	SPA	SPA	MF	-	MF	QI		2
8	Heather Garofalo	A	SPA	SPA	SPA	A	A	-	A	MF		4
9	Lauren Gau	SPA;MF	SPA; MF	SPA;MF	SPA;MF	SPA;MF	SPA;MF	-	A	A		1
10	Lisa Gluz	MF	MF	MF	MF	MF	MF	-	MF	A		1
11	Heidi Jenkins	A	A	MF	MF	MF	MF	-	A	A		4
12	Albana Lame	SPA;QI MF	SPA;QI MF	SPA;QI MF	SPA;QI MF	SPA;QI MF	SPA;QI MF	-	SPA;QI MF	SPA;QI MF		0
13	Joanne Montgomery	MF	SPA;QI MF	SPA;QI	MF	SPA;QI MF	SPA;QI MF	-	SPA;QI	SPA;QI MF		0
14	Daniel Pettit	-	-	-	-	-	-	-	A	MF		1
15	Richard Radocchia	SPA;QI MF	SPA;QI	MF	SPA;QI MF	SPA;QI MF	SPA; MF	-	MF	SPA;QI MF		0
16	Christine Romanik	QI;MF	QI;MF	MF	QI;MF	QI;MF	QI;MF	-	QI	QI;MF		0
17	Roberta Stewart	SPA;QI MF	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	A		3
19	Charlotte Teel	A	SPA	SPA	SPA	SPA	SPA	-	A	SPA		2
20	Donald Winfrey	-	-	-	-	MF	A	-	A	A		3