



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

*Max Cisneros & Rich Radocchia, Co-Chairs*

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### Membership/Finance Committee Meeting Minutes

**Meeting Date:** Friday, March 15, 2019  
**Start Time:** 10:30 am  
**End Time:** 11:30 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Rich Radocchia  
**Recorder:** Sara Seaburg

#### Summary of Committee Votes

- Approval of February 15, 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 10:30 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 February 15, 2019 Meeting Minutes

A motion to approve the February 15, 2019 minutes was made by Christine Romanik and seconded by Chris Cole

**For: (8)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Lame

**Against: (0)**

**Abstain: (2)** Radocchia, Jenkins

#### (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.



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b. **Manage the Membership Application Process**

1 new application was presented to the committee for review.

Roberta Stewart made a motion to go into executive session to discuss this new application and Lauren Gau seconded it:

**For: (10)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Lame, Radocchia, Jenkins

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to come out of executive session and Lauren Gau seconded it:

**For: (10)** Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Lame, Radocchia, Jenkins

**Against: (0)**

**Abstain: (0)**

It was decided to invite the new applicant into the membership process.

c. **Review PC Member Attendance**

We reviewed all PC member attendance and it was determined that it was reported accurately.

d. **Analyze PC Membership for Federal Reflectiveness Mandate**

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. There are a couple of areas where we need to focus on. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 32%. We are working diligently on improving this number along with other areas that we are deficient in. Attendees discussed ways to increase our membership.

e. **Planning Council Meeting Feedback from February 15, 2019**

Staff presented the survey results and all feedback was favorable. There were many comments made which allows us more information about attendees' experiences.

f. **Determine Future Planning Council Training**

April – Getting to Zero campaign as well as introductions of new DSS staff from CTDPH  
May – Planning Council New Member Training.

g. **Recipient's Report**

Tom Butcher gave the following report:

1. They are moving through all contracts and Lakeisha is a major part of this.
2. They will be hiring a QA manager very soon, there are 2 very good candidates at this time.
3. They will be releasing site visit reports from regions 2, 4 & 5 shortly.
4. They are exploring other software options other than CAREWare.



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## **(5.0) Open Parking Lot Items**

<b>ITEM</b>	<b>STATUS</b>
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance
Review membership application to make sure all questions are relevant	We will continue to look at this moving forward
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 11:30 am



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**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							
2.	<b>Max Cisneros Co-Chair</b>	X	X	A							
3.	Cassandra Cokley	A	X	A							
4.	<i>Chris Cole PC Co-Chair</i>	X	X	X							
5.	Loreen Cuiman	X	X	X							
6.	Sabrina Delgado	A	X	A							
7.	Thomas Evans	X	X	X							
8.	Heather Garofalo	A	A	A							
9.	Lauren Gau	X	X	X							
10.	Lisa Gluz	X	X	X							
11.	Heidi Jenkins	A	A	X							
12.	Albana Lame	X	X	X							
13.	Clara Langley	A	A	A							
14.	Joanne Montgomery	X	X	A							
15.	Raphael Muniz	A	A	A							
16.	<b>Richard Radocchia Co-Chair</b>	X	A	X							
17.	Christine Romanik	X	X	X							
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
19.	Charlotte Teel	A	A	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	59%	63%	53%							

Guests: Donald Winfrey, Aaron Stuart



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### REFLECTIVENESS

New Haven and Fairfield Counties

#### Planning Council Composition as of April 1, 2019

# of Planning Council Members				19					
<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>							<input type="checkbox"/>		
				<b>Non-Conflicted HIV Status</b>				<b>HIV Status</b>	
<b>Gender</b>	Target	PC		Target	PC			Target	PC
Men	66%	26%		Current	> 33%	32%		Positive	33%
Women	34%	74%						Negative	NA
									53%
<b>Members by Region</b>	Target**	PC		<b>Race</b>	Target	PC		<b>Risk</b>	Target
Region 1, New Haven	34%	32%		Black	38%	32%		IDU	28%
Region 2, Waterbury	20%	11%		White	27%	68%		MSM	28%
Region 3, Bridgeport	25%	21%		<b>Ethnicity</b>	Target	PC		MSM/IDU	2%
Region 4, Stam./Norw.	16%	11%		Hispanic	32%	21%		Hetero	29%
Region 5, Danbury	5%	16%		Other	3%	0%		Presumed Hetero	3%
Out of EMA	0%	11%						Pedi/Other	2%
Unidentified	0%	0%						Other	8%

\*Target percentage information provided by CTDPH 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								0	
2	Max Cisneros	X	X	A								1	
3	Cassandra Cokley	A	X	A								2	
4	Christopher Cole	X	X	X								0	
5	Loreen Cuiman	X	X	X								0	
6	Sabrina Delgado	A	X	A								2	
7	Thomas Evans	X	X	X								0	
8	Heather Garofalo	X	A	X								1	
9	Lauren Gau	X	X	X								0	
10	Lisa Gluz	X	X	X								0	
11	Heidi Jenkins	A	A	X								2	
12	Albana Lame	X	X	X								0	
13	Clara Langley	A	A	A								3	
14	Joanne Montgomery	X	X	A								1	
15	Raphael Muniz	X	A	A								2	
16	Richard Radocchia	X	A	X								1	
17	Christine Romanik	X	X	X								0	
18	Roberta Stewart	X	X	X								0	
19	Charlotte Teel	X	X	X								0	

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



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#	Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences
1	Inthiany Ardilla	SPA	SPA	SPA								0
2	Max Cisneros	SPA;QI;MF	MF	A								1
3	Cassandra Cokley	A	MF	A								2
4	Christopher Cole	MF	SPA;QI MF	MF								0
5	Loreen Cuiman	MF	MF	MF								0
6	Sabrina Delgado	A	MF	A								2
7	Thomas Evans	MF	MF	MF								0
8	Heather Garofalo	A	SPA	SPA								1
9	Lauren Gau	SPA;MF	SPA; MF	SPA;MF								0
10	Lisa Gluz	MF	MF	MF								0
11	Heidi Jenkins	A	A	MF								2
12	Albana Lame	SPA;QI;MF	SPA;QI; MF	SPA;QI; MF								0
13	Clara Langley	A	A	A								3
14	Joanne Montgomery	MF	SPA;QI;MF	SPA;QI								0
15	Raphael Muniz	A	A	A								3
16	Richard Radocchia	SPA;QI;MF	SPA;QI	MF								0
17	Christine Romanik	QI;MF	QI;MF	MF								0
18	Roberta Stewart	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF								0
19	Charlotte Teel	A	SPA	SPA								1