

#### **Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, November 13, 2020

**Start Time:** 10:33 am **End Time:** 11:25 am

Zoom Teleconference Location:

**Presiding Chair:** Max Cisneros Recorder: Michael Koran

### **Summary of Committee Votes**

- Approval of October 9, 2020 Meeting Minutes
- Motion to go into Executive Session
- Motion to come out of Executive Session
- Approval of 2 renewal and 2 new Planning Council applications
- Approval of the Unobligated Balance Estimate from the Recipient's office

### **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**

Max called the meeting to order at 10:33am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0)**Welcome and Introduction**

All participants introduced themselves.

#### (3.0)**Co-Chair Announcements**

There were no announcements

#### (4.0)Approval of October 9, 2020 Meeting Minutes

A motion to approve the October 9, 2020 minutes was made by David Colbert and seconded by Inthiany Ardila.

For: (8) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart

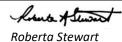
Against: (0)

Abstain: (2) Ardila, Cisneros

#### (5.0)**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 applications where attendance requirements have been met, 2 renewal applications and 1 new application to review:

Roberta Stewart made a motion to move into executive session to review the 2 applications where attendance requirements have been met, 2 renewal applications and 1 new application and it was seconded by Rich Radocchia.

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0) Abstain: (0)

Roberta Stewart made a motion to come out of executive session and it was seconded by Rich Radocchia

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0) Abstain: (0)

Rich Radocchia made a motion to approve the 2 renewal applications and the 2 applications where attendance requirements have been met and it was seconded by Roberta Stewart.

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0) Abstain: (0)

The committee decided to invite the new applicant into the membership application process.

#### c. Review Planning Council member attendance

The committee reviewed all attendance and determined all attendance was reported accurately.

#### 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 40%. 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.

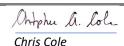
### e. Assist with membership recruitment campaign

Rich reported that there is nothing to report from the social media recruitment task force.

#### f. Determine Planning Council Training

The training topic for January was discussed. Robert's Rules was a topic discussed as was the 'In it to End it' program. Staff will coordinate with Rich, Max, Roberta, Chris and John Sapero to see if this can be done in January.









### g. Recipient's Report

# • Review Expenditures by Service Category

Lakeisha presented the quarterly expenditure report from March – September. All services categories are on track at this point except for Medical Transportation. This is lower due to most medical appointments are done via telemedicine due to the pandemic. The regions are aware of this and may need to do a budget revision for this.

## • Determine the 2020 Unobligated Balance Estimate

Lakeisha presented the GY2020 Unobligated Balance Estimate of \$32,797 and Roberta Stewart made a motion to approve this amount and it was seconded by Chris Cole to move forward to the Planning Council for final approval.

For: (10) Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Stewart, Ardila, Cisneros

Against: (0) Abstain: (0)

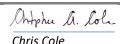
## (6.0) Open Parking Lot Items

None

## (7.0) Adjournment

The meeting adjourned at 11:25 am









# Membership Finance Committee Attendance Record – 2020

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	Х	Α	-	-	Х	Х	Х	Х	Α	Х
2.	Max Cisneros Co-Chair	Α	Χ	-	-	Α	Х	Х	Χ	Α	Х
3.	Cassandra Cokley	Х	Χ	-	-	Α	Х	Χ	Χ	Α	Α
4.	David Colbert	Α	Α	-	-	Χ	Х	Χ	Χ	Х	Х
5.	Chris Cole PC Co-Chair	Х	Х	-	-	Χ	Х	Α	Α	Х	Х
6.	Loreen Cuiman	Х	Х	-	-	Α	Α	Α	Α	Α	Α
7.	Sabrina Delgado	Α	Χ	-	-	Α	Х	Χ	Χ	Α	Α
8.	Armando Erba							Α	Α	Α	Α
9.	Linda Ferraro	-	-	-	-	-	Α	Α	Α	Α	Α
10.	Kenneth Flyte	-	-	-	-	-	Α	Α	Χ	Х	Х
11.	Lisa Gluz	Х	Х	-	-	Α	Α	Α	Α	Α	Α
12.	Robert James							Α	Α	Α	Α
13.	Albana Lame	Х	Α	-	-	Χ	Х	Α	Χ	Х	Х
14.	Ronald Montague	-	Χ	-	-	Α	Х	Х	Χ	Х	Α
15.	Joanne Montgomery	Х	Χ	-	-	Χ	Х	Х	Α	Α	Α
16.	Mitchell Namias	-	-	-	-	Χ	Х	Χ	Χ	Х	Х
17.	Daniel Pettit	Α	Α	-	-	Χ	Х	Α	Χ	Х	Х
18.	Richard Radocchia, Co- Chair	Х	Α	-	-	х	Х	Α	х	Х	Х
19.	Roberta Stewart PC Co- Chair	Х	Х	-	-	Х	Α	Х	Х	Х	Х
20.	Charlotte Teel	Α	Α	-	-	Α	Α	Х	Α	Α	Α
	Ryan White Office	Х	Х	-	-	Х	Х	Х	Α	Х	Х
	Planning Council Staff	Х	Х	-	-	Χ	Х	Х	Х	Х	Х
	% of Council present:	63%	63%	-	-	53%	68%	52%	60%	45%	50%

Guests: Gigi Chaux, Brian Datcher, Kathy Pitner





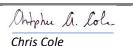


#### **REFLECTIVENESS**

New Haven and Fairfield Counties

Planning Council Composition as of January 1, 2021 # of Planning Council Members 21 **Representation Requirements** 1. Health-care providers, including federally qualified health centers Χ 2. Community-based organizations serving affected populations and AIDS-service Χ 3. Soc.-service providers, inc. housing and homeless-services providers Χ 4. Mental-health providers Χ 5. Substance-abuse providers Χ 6. Local public health agencies Χ 7. Hospital planning agencies or health-care planning agencies X 8. Affected communities, including individuals with HIV disease or AIDS, and historically Χ under-served groups and subpopulations 9. Non-elected community leaders Χ 10. State Medicaid agency X 11. State agency administering the Part B program X 12. RWTMA grantees under Part C Χ 13. RWTMA grantees under section 2671 (including Part D) Χ 14. Grantees under other Federal HIV programs, including HIV-Prevention Programs Χ 15. Formerly incarcerated PLWH/A or their representatives Χ 16. PLWH/A with Hepatitis C Co-Infection X NHFF Profile\* Non-Conflicted HΙV PC PC **HIV Status** PC Gender **Target Status** Target Target Men 66% 52% Current > 33% 43% Positive 33% 57% Women 34% 48% Negative NA 43% PC PC PC Members by Region Target\*\* Race Target Risk **Target** Region 1, New Haven 34% 29% Black 38% 43% IDU 28% 8% 20% 19% White Region 2, Waterbury 27% 57% MSM 28% 58% 24% **Ethnicity** PC MSM/IDU 2% 8% Region 3, Bridgeport 25% Target Region 4, Stam./Norw. 5% Hispanic 14% 16% 32% Hetero 29% 25% Presumed Region 5, Danbury 5% 10% Other 3% 0% Hetero 3% 0% Out of EMA 0% 14% Pedi/Other 2% 0% Unidentified 0% 0% Other 8% 0%







<sup>\*</sup>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					PSRA PSRA									
#	<b>Council Member</b>	Jan	Feb	March	April	May	June	Data	Meeting	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila													
2	Max Cisneros													
3	Cassandra Cokley													
4	David Colbert													
5	Christopher Cole													
6	Loreen Cumin													
7	Brian Datcher													
8	Armando Erba													
9	Linda Ferraro													
10	Kenneth Flyte													
11	Lisa Gluz													
12	Robert James													
13	Albana Lame													
14	Ronald Montague													
15	Joanne Montgomery													
16	Mitchell Namias													
17	Daniel Pettit													
18	Kathyleen Pitner													
19	Richard Radocchia													
20	Roberta Stewart													
21	Charlotte Teel													

Executive Committee Attendance											
Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences
Max Cisneros (MF)											
David Colbert (QI)											
Chris Cole (Council Co-Chair)											
Albana Lame (QI)											
Joanne Montgomery (SPA)											
Rich Radocchia (MF)											
Roberta Stewart (Council Co-Chair)											







### **Planning Council Committee Attendance Council Member** Jan Feb March May April June Aug Sept Oct Nov **Absences** 1 Inthiany Ardila 2 **Max Cisneros** 3 Cassandra Cokley 4 **David Colbert** 5 Christopher Cole 6 Loreen Cumin 7 **Brian Datcher** 8 Armando Erba 9 Linda Ferraro 10 Kenneth Flyte Lisa Gluz 11 12 **Robert James** Albana Lame 13 14 Ronald Montague Joanne 15 Montgomery 16 Mitchell Namias 17 **Daniel Pettit** 18 Kathyleen Pitner 19 Richard Radocchia 20 Roberta Stewart **Charlotte Teel** 21

