

Membership/Finance Meeting Minutes

Meeting Date: Friday, June 14, 2024
Start Time: 10:30 am
End Time: 11:42am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Gigi Chaux
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 10, 2024 meeting.

(1.0) Moment of Silence

Rich Radocchia 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

Rich introduced himself and his role as co-chair. All participants introduced themselves.

(3.0) Co-Chair Announcements

We will be having our Priority Setting meeting on Tuesday, July 30th and our Resource Allocation meeting on Thursday, August 1st.

(4.0) Approval of the May 10, 2024, meeting minutes

A motion to approve the May 10, 2024, meeting minutes was made by Clara Johnson and seconded by Mitchell Namias.

For: (9) Bigby, Davis, Johns, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart

Against: (0)

Abstain: (3) Ardila, Datcher, Johnson

(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 May 10, 2024

We had 19 responses which is a very favorable number of surveys. There were concerns attendees dominating the meeting and being dismissive and rude. We discussed this and will continue to work towards an environment where everyone feels safe and comfortable. There were also concerns about the training needing to be simplified due to the complexity of the PSRA process. There will be actions taken to make this more user friendly.

c. Assist with the Membership Recruitment Campaign

This is going very well. Rich and Gigi have been working on recruiting new members.

d. Review Planning Council Membership

We have new applications to review.

Mitchell Namias made a motion to go into executive session and Mitchell Roberta Stewart seconded it.

For: (12) Ardila, Bigby, Datcher, Davis, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart
Against: (0)
Abstain: (0)

Roberta Stewart made a motion come out of into executive session and Mitchell Namias seconded it.

For: (12) Ardila, Bigby, Datcher, Davis, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart
Against: (0)
Abstain: (0)

It was decided to invite all 3 new applicants into the membership process.

e. **Review Planning Council Member Attendance**

Staff reviewed the attendance of all Planning Council members.

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

We currently have 18 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 along with Planning Council members will reach out to individuals hoping to make some connections in filling these areas.

g. **Determine Planning Council Trainings**

- September – A summary of the PSRA process.

Roberta Stewart made a motion to extend the meeting by 5 minutes and Anthony Santella seconded it.

For: (12) Ardila, Bigby, Datcher, Davis, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart
Against: (0)
Abstain: (0)

(7.0) Recipient's Report

Lakeisha presented the final amount for the carryover request of \$39,101. The estimated carryover was already voted on and approved to be used for the food bank/home delivered meals service category divided evenly among all 5 regions. The vote at this time is for the amount of the carryover.

Roberta Stewart made a motion to accept the carryover request of \$39,101 to be used for food bank/home delivered meals divided evenly among the 5 regions and Joanne Montgomery seconded it.

For: (12) Ardila, Bigby, Datcher, Davis, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart
Against: (0)
Abstain: (0)

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

For: (12) Ardila, Bigby, Datcher, Davis, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart

Against: (0)

Abstain: (0)

The Recipient's office has gone through a restructuring process and because of that, the budget has to be adjusted accordingly. There is now \$30,000 available for reallocation. If HRSA approves this reallocation, the PC need to ready to act quickly.

Joanne Montgomery made a motion to accept the carryover request of \$30,000 to be used for food bank/home delivered meals divided evenly among the 5 regions and Inthiany Ardila seconded it.

For: (12) Ardila, Bigby, Datcher, Davis, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart

Against: (0)

Abstain: (0)

Planning Council Co-Chair Application Process

Roberta Stewart has submitted her application for PC co-chair and no others were received. Staff explained the process and Roberta read her personal statement.

Joanne Montgomery made a motion to accept Roberta Stewart's application for Planning Council co-chair and Gloria McNeil seconded it.

For: (11) Ardila, Bigby, Datcher, Davis, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Santella

Against: (0)

Abstain: (1) Stewart

Parking Lot Items

New item: Mentoring Initiative – Staff will prepare a document outlining the requirements and responsibilities of committee co-chair positions.

(8.0) Announcements

There were none.

(9.0) Adjournment

The meeting adjourned at 11:45PM

Gigi Chaux & Richard Radocchia, Co-Chairs

Membership Finance Committee Attendance Record – 2024

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	A	X				
2.	Maria Bigby	-	-	-	-	-	X				
3.	Marco Castro	X	X	X	X	X	A				
4.	Gigi Chaux, Co-Chair	X	X	X	X	X	A				
5.	<i>Chris Cole PC Co-Chair</i>	X	A	A	X	X	A				
6.	Brian Datcher	X	X	X	X	A	X				
7.	Libra Davis	-	-	-	-	-	X				
8.	Christopher Johns	X	X	X	X	X	X				
9.	Clara Johnson	A	X	X	X	A	X				
10.	Doris McCullough	-	-	-	-	-	A				
11.	Gloria McNeil	X	X	X	X	X	X				
12.	Joanne Montgomery	X	X	A	A	A	A				
13.	Mitchell Namias	X	X	X	X	X	X				
14.	Richard Radocchia, Co-Chair	A	X	X	X	X	X				
15.	Carmella Ricciardelli	A	X	X	X	X	X				
16.	Anthony Santella	A	A	A	A	X	X				
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X				
18.	Lisa Weeks	A	A	X	X	A	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	56%	72%	67%	72%	56%	67%				

Guests: Denese Monroe Smith, Sofia Swaby, Jean Brown, Ruth Pennacchia, Latonya McNair, Nitza Agosto, Angie Matthis

Ryan White Planning Council Membership Reflectiveness

New Haven and Fairfield Counties

Planning Council Composition as of September 1, 2024

# of Planning Council Members	18									
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	63%	42%		Current	> 33%	58%	Positive	33%	74%	
Women	37%	58%					Negative	NA	26%	
Members by Region	Target**	PC	Race/Ethnicity		Target	PC	Risk	Target	PC	
1, New Haven	34%	42%		Black	38%	47%	IDU	25%	7%	
2, Waterbury	20%	11%		Hispanic	32%	21%	MSM	31%	36%	
3, Bridgeport	25%	21%		White	27%	32%	MSM/IDU	2%	0%	
4, Stam./Norw.	16%	11%		Other	3%	0%	Hetero	32%	36%	
5, Danbury	5%	5%		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%	21%	
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	Jan	Feb	March	April	May	June	Sept	Oct	Nov	Absences
1	Inthiany Ardila	X	X	X	X	A	X				1
2	Maria Bigby	-	-	-	-	-	X				0
3	Marco Castro	X	X	X	X	X	A				1
4	Gigi Chaux	X	X	X	A	X	A				2
5	Christopher Cole	X	A	X	X	X	A				2
6	Brian Datcher	X	X	X	X	A	X				1
7	Libra Davis	-	-	-	-	-	A				1
8	Christopher Johns	X	X	X	X	X	X				0
9	Clara Johnson	X	X	X	X	A	X				1
10	Doris McCullough	-	-	-	-	-	A				1
11	Gloria McNeil	X	X	X	X	X	X				0
12	Joanne Montgomery	X	X	X	X	X	X				0
13	Mitchell Namias	X	X	X	X	X	X				0
14	Richard Radocchia	A	X	X	X	X	X				1
15	Carmella Ricciardelli	X	X	X	X	X	X				0
16	Anthony Santella	X	X	X	A	X	X				1
17	Roberta Stewart	X	X	X	X	X	X				0
18	Lisa Weeks	A	A	X	X	A	A				4

Executive Committee Attendance											
Council Member	Jan	Feb	March	April	May	June	Sept	Oct	Nov	Absences	
Gigi Chaux (MF)	X	X	X	X	X	X				0	
Chris Cole (Council Co-Chair)	X	A	X	A	X	X				2	
Joanne Montgomery (SPA)	X	X	X	X	A	X				1	
Mitchell Namias (SP)	X	A	A	X	A	A				4	
Rich Radocchia (MF)	A	X	X	X	X	X				1	
Anthony Santella (QI)	X	X	X	X	X	X				0	
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	X				0	

Gigi Chaux & Richard Radocchia, Co-Chairs

#	Council Member	Jan	Feb	Mar	April	May	June	Sept	Oct	Nov	Absences
1	Inthiany Ardila	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA	QISPA; MF				0
2	Maria Bigby	-	-	-	-	-	MF				0
3	Marco Castro	MF	MF	MF	MF	MF	MF				0
4	Gigi Chaux	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA				0
5	Christopher Cole	QISPA; MF	QISPA	QISPA; MF	QISPA; MF	QISPA; MF	QISPA				0
6	Brian Datcher	QISPA; MF	MF	QISPA; MF	QISPA; MF	ABSENT	QISPA; MF				1
7	Libra Davis	-	-	-	-	-	QISPA				0
8	Christopher Johns	MF	MF	MF	MF	MF	MF				0
9	Clara Johnson	ABSENT	MF	MF	MF	ABSENT	MF				2
10	Doris McCullough	-	-	-	-	-	ABSENT				1
11	Gloria McNeil	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF				0
12	Joanne Montgomery	QISPA; MF	QISPA; MF	QISPA	MF	QISPA	QISPA; MF				0
13	Mitchell Namias	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF				0
14	Richard Radocchia	QISPA	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	MF				0
15	Carmella Ricciardelli	ABSENT	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF				1
16	Anthony Santella	QISPA; MF	QISPA	QISPA	QISPA	QISPA	MF				0
17	Roberta Stewart	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF	QISPA; MF				0
18	Lisa Weeks	ABSENT	ABSENT	MF	MF	ABSENT	ABSENT				4

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