

### Membership/Finance Meeting Minutes

**Meeting Date:** Friday, February 10, 2023  
**Start Time:** 10:30 am  
**End Time:** 11:19 am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Gigi Chaux  
**Recorder:** Cliff Barnett

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#### Summary of Committee Business Votes

- Approval of Minutes from the January 13, 2022, meeting events
- A motion was made to go into executive session
- Motions were made to approve new applications

#### (1.0) Moment of Silence

Gigi 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

All participants introduced themselves.

#### (3.0) Co-Chair Announcements

There were none

#### (4.0) Approval of the January 13th, 2023, meeting Minutes

A motion to the January 13th, 2023, meeting Minutes, minutes was made by Joanne and seconded by Cole.

**For: ALL**

**Against: 0**

**Abstain: (3) Cole and Gigi**

#### (5.0) New Business/Old Business

##### a. Review the Membership/Finance Committee Activity Timeline

Reviewed the current PCAT for Membership/Finance

##### b. Review Planning Council Feedback from the January 13th, 2023, Planning Council Meeting

CR will provide the feedback before executive committee meetings just in case there is anything they need to discuss or that needs further action.

CR will provide information to the Planning Council to let them know when a client wants to speak with one of the chairs. CR will facilitate this process.

##### c. Manage Membership Application Process – we have 2 applicants who need to complete their attendance requirements and 1 new application to review.

A motion was made to go into executive session. Thomas moved all individuals to a private room. Everyone in person stepped out of the room.

Lisa Week will be invited to the Membership process. (Chris Cole will contact the member)

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**Vote: Carmella & Wallace**

Moved Joanne  
2nd Chris  
APPROVED

**Vote for Renewal: Mitchell**

Roberta moved  
Chris 2nd  
APPROVED

The recruitment process was explained to the committee by Jeff Daniel.

d. **Review Membership Attendance**

Looked at the people who were absent in January. They are allowed up to 4.

e. **Analyze Planning Council Membership for Federal reflectiveness mandate – update from analysis of current reflectiveness requirements.**

Discussed with CR team to look at all the categories to make sure they are meeting the reflectiveness. They were not sure in the Healthcare area and thought about asking planning agencies or healthcare planning agencies. Just would like more information. They were not too sure exactly what it meant, so they have not been able to fill it. It can be a QHC provider.

The focus should be on the nonconflicted consumers. That's the only federal requirement this council has.

State Medicaid Agency

Hospital planning agencies or health care planning agencies

Health-care providers, including federally qualified health centers

f. **Assist with Membership Recruitment Campaign**

CR will continue the satellite regional invites for new members

They will continue to work to get new members. There are 4 members slated to come today at 12 who are looking to become new members. Jeff will print hard copy applications and have them at the building for people to fill out. If people want to come personally, they will provide an uber.

Sara needs to be aware there may be more people in order to make sure there is enough **food at new meetings**

g. **Determine future Planning Council Trainings**

• **March– to be determined**

There were two things on the HIV.org website discussed with Sara

- Planning Council
- I am somebody, becoming a leader

You want to align the trainings with the PCAT's

CR will plan trainings for the entire 2023 according to the needs of the PCAT

The council should be relying more on staff to get things done

h. **Review Scope of work for next year**

**(6.0) Recipient's Office Report**

Tom let executive committee know they are moving on contracts, and they are close to the end of

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the contract execution cycle. Subrecipients get one final chance to look things over and decide if things are agreeable before going to the mayor for a signature. Hopefully a majority will be executed by March 1.

An update on where the expenditures are. He asked for an update from other TGA's as to where they are as of December. They don't get financial reports till the month after (ex. January got updates from December)

December expenditure report reflects some of the changes made in the budget revisions.

Because of carryover money was put into EFA and Food Bank. All of the carryover money will be spent.

Reviewed current expenditure report

**(7.0) Parking Lot Items**

Plan committee trainings for the entire 2023 year according to the PCAT

**(8.0) Announcements**

None

**(9.0) Adjournment**

The meeting adjourned at 11:19am

**March Planning Council Meetings:**

- **Strategic Planning & Assessment Committee & Quality Improvement Committee - Thursday, March 2<sup>nd</sup>, 9:30am – 12:00pm**
- Executive Committee – Wednesday, March 8<sup>th</sup>, 2 p.m.-3 p.m.
- Membership/Finance Committee - Friday, March 10<sup>th</sup>, 10:00am – 11:00am
- Planning Council – Friday, March 10<sup>th</sup>, 12:00pm – 2:00pm

**Membership Finance Committee Attendance Record – 2023**

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X									
2.	Samuel Bowens	A									
3.	<b>Gigi Chaux, Co-Chair</b>	A									
4.	<i>Chris Cole PC Co-Chair</i>	A	X								
5.	Wallace Daniels										
6.	Brian Datcher	X									
7.	Kenneth Flyte	X	X								
8.	Joanne Montgomery	X	X								
9.	Mitchell Namias	X	X								
10.	<b>Richard Radocchia, Co-Chair</b>	X	A								
11.	Carmella Ricciardelli										
12.	Anthony Santella	X	X								
13.	Carolyn Spencer	X									
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								



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	% of Council present:	69%								
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Certified by Planning Council Co-Chairs

*Roberta Stewart*     *Anthony A. Cole*