

Membership/Finance Meeting Minutes

Meeting Date: Friday, April 12, 2024
Start Time: 10:30 am
End Time: 11:30 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Gigi Chaux
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the April 12, 2024 meeting.

(1.0) Moment of Silence

Gigi Chaux 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

Gigi introduced herself and her 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 March 15, 2024, meeting minutes

A motion to approve the March 15, 2024, meeting minutes was made by Roberta Stewart and seconded by Christopher Johns.

For: (12) Ardila, Castro, Chaux, Datcher, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Stewart, Weeks

Against: (0)

Abstain: (1) Cole

(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 March 15, 2024

We had 22 responses which is a very favorable number of surveys. Some members in Waterbury experienced technical issues but those were addressed on site at Staywell.

c. Assist with the Membership Recruitment Campaign

This is going very well. We have several new applications that have come in within the last 2 months.

d. Review Planning Council Membership

We have 3 new applications to review:

Rich Radocchia made a motion to go into executive session and Roberta Stewart seconded it.

For: (13) Ardila, Castro, Chaux, Cole, Datcher, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Stewart, Weeks

Against: (0)

Abstain: (0)

Roberta Stewart made a motion come out of into executive session and Gloria McNeil seconded it.

For: (13) Ardila, Castro, Chaux, Cole, Datcher, Johns, Johnson, McNeil, Namias, Radocchia, Ricciardelli, Stewart, Weeks

Against: (0)

Abstain: (0)

There was one application that needed follow up and Gigi will reach out. We invited 2 new applicants into the membership application process.

e. **Review Planning Council Member Attendance**

Staff reviewed the attendance of all Planning Council members. All attendance was accurate, and everyone is in good standing. There are some individuals that haven't been to a meeting since the start of the year and we will follow up with them.

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**

- May – The Priority Setting Process
- June – The Resource Allocation Process

(7.0) 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 11:21am

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						
2.	Marco Castro	X	X	X	X						
3.	Gigi Chaux, Co-Chair	X	X	X	X						
4.	<i>Chris Cole PC Co-Chair</i>	X	A	A	X						
5.	Wallace Daniels	A	A	A	A						
6.	Brian Datcher	X	X	X	X						
7.	Kisha Gainer	A	X	A	A						
8.	Christopher Johns	X	X	X	X						
9.	Clara Johnson	A	X	X	X						
10.	Gloria McNeil	X	X	X	X						
11.	Joanne Montgomery	X	X	A	A						
12.	Mitchell Namias	X	X	X	X						
13.	Richard Radocchia, Co-Chair	A	X	X	X						
14.	Carmella Ricciardelli	A	X	X	X						
15.	Anthony Santella	A	A	A	A						
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X						
17.	Tracey Webster	A	A	A	A						
18.	Lisa Weeks	A	A	X	X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	56%	72%	67%	72%						

Guests: Denese Monroe Smith, Sofia Swaby, Jean Brown, Suzette Davidson, Doris McCoullough

Ryan White Planning Council Membership Reflectiveness

New Haven and Fairfield Counties

Planning Council Composition as of April 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	66%	42%		Current	> 33%	53%		Positive	33%	68%		
Women	34%	58%						Negative	NA	32%		
Members by Region	Target**	PC		Race/Ethnicity	Target	PC		Risk	Target	PC		
1, New Haven	34%	37%		Black	38%	42%		IDU	25%	8%		
2, Waterbury	20%	5%		Hispanic	32%	26%		MSM	31%	38%		
3, Bridgeport	25%	26%		White	27%	32%		MSM/IDU	2%	0%		
4, Stam./Norw.	16%	11%		Other	3%	0%		Hetero	32%	31%		
5, Danbury	5%	10%		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%	23%
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	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	X	X	X	X							0
2	Marco Castro	X	X	X	X							0
3	Gigi Chaux	X	X	X	A							1
4	Christopher Cole	X	A	X	X							1
5	Wallace Daniels	A	A	A	A							4
6	Brian Datcher	X	X	X	X							0
7	Kisha Gainer	A	X	A	A							3
8	Christopher Johns	X	X	X	X							0
9	Clara Johnson	X	X	X	X							0
10	Gloria McNeil	X	X	X	X							0
11	Joanne Montgomery	X	X	X	X							0
12	Mitchell Namias	X	X	X	X							0
13	Richard Radocchia	A	X	X	X							1
14	Carmella Ricciardelli	X	X	X	X							0
15	Anthony Santella	X	X	X	A							1
16	Roberta Stewart	X	X	X	X							0
17	Tracy Webster	A	A	A	A							4
18	Lisa Weeks	A	A	X	X							2

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

Planning Council Committee Attendance

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

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