

Membership/Finance Meeting

Minutes Meeting Date: Friday, November 13, 2025

Start Time: 10:30 am

End Time: 11:35 am

Location: Zoom Teleconference & Burroughs Community Center

Presiding Chair: Christopher Johns

Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes of the October 10, 2025 meeting.

(1.0) Moment of Silence

Christopher 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

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

(3.0) Co-Chair Announcements

There were none

(4.0) Approval of October 10, 2025, meeting minutes

A motion to approve October 10, 2025, meeting minutes was made by Inthiany Ardila and seconded by Rich Radocchia.

For: (8) Ardila, Bigby, Burdick, Cole, Geter, McNair, Pennacchia, Santella

Against: (0)

Abstain: (4) Datcher, Johns, Stewart, Walton

(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 October 10, 2025

Feedback overall was very good and there were no outstanding issues or concerns.

c. Assist with the Membership Recruitment Campaign

The group discussed challenges with member engagement and participation in meetings. It was suggested that case managers reach out to clients and help support their involvement in the Planning Council. Also suggested was bringing back the regional meeting locations where consumers could join from their familiar provider virtually in a group. Support staff will look into that.

d. Management Membership Application Process

There is one new application where the applicant would represent the vacant category of healthcare and/or hospital planning agency.

Gloria McNeil & Christopher Johns, Co-Chairs

Rich Radocchia made a motion to move into executive session and Inthiany Ardila seconded the motion.

For: (12) Ardila, Bigby, Burdick, Cole, Datcher, Geter, Johns, McNair, Pennacchia, Santella, Stewart, Walton

Against: (0)

Abstain: (0)

Inthiany Ardila made a motion to move into executive session and Rich Radocchia seconded the motion.

For: (12) Ardila, Bigby, Burdick, Cole, Datcher, Geter, Johns, McNair, Pennacchia, Santella, Stewart, Walton

Against: (0)

Abstain: (0)

It was decided that the PC co-chairs will confirm with the project officer that the application that was reviewed will represent the vacancy of the HRSA mandated representative seat of healthcare/hospital planning agency. If the PO is in agreement that this is acceptable, the application will be reviewed again at the January meeting.

e. Review Planning Council Member Attendance

2 Planning Council members will be removed today due to excessive absences. Attendance resets in January at the start of the new calendar year so everyone will be in good standing.

f. Review PC Membership for Federal reflectiveness mandate

We currently have 20 Planning Council members, and we are missing representation in 1 mandated category and the Planning Council is working on filling this position. This position may be filled by the application that was reviewed today.

g. Determine Planning Council Trainings

January – Cultural Humility and Bias

February – Parliamentary Procedures

h. Recipient's Office Report

Lakeisha Green presented the quarterly expenditure report for GY25 March – September. At this point funds should be spent at approximately 58%, however, due to the timing of the final award, funds are spent down an average of 42%. They are developing plans to work on getting the rest of the award spent down as much as possible before the end of the grant year.

Rich Radocchia made a motion to extend the meeting 10 minutes and Christopher Johns seconded it.

For: (12) Ardila, Bigby, Burdick, Cole, Datcher, Geter, Johns, McNair, Pennacchia, Santella, Stewart, Walton

Against: (0)

Abstain: (0)

(7.0) Parking Lot Items

- Membership Recruitment and Engagement Strategies – Consumer Advisory Committee Discussion
The group discussed the development of a consumer advisory committee as a way to engage more consumers. Details of this were discussed and Brian and Libra offered to take lead on this with support from staff.

(8.0) Announcements

There were none.

Gloria McNeil & Christopher Johns, Co-Chairs

(9.0) Adjournment

The meeting adjourned at 11:35AM

Membership Finance Committee Attendance Record – 2025

	Council Member	Jan	Feb	Mar	April	May	June	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	A	A	X	X	X	X
2.	Maria Bigby	A	A	X	X	X	X	X	X	X
3.	Jeremie Burdick	X	X	X	X	X	A	X	X	X
4.	Chris Cole PC Co-Chair	X	X	X	X	X	X	X	X	A
5.	Brian Datcher	A	X	X	A	A	X	A	A	X
6.	Libra Davis	X	A	A	A	A	A	A	A	A
7.	Kasima Geter	-	-	-	-	-	X	X	X	X
8.	Christopher Johns (Co-Chair)	X	X	X	X	X	A	X	A	X
9.	LaTonya McNair	X	X	X	X	X	X	A	X	X
10.	Gloria McNeil (Co-Chair)	X	X	X	X	X	X	X	X	A
11.	Joanne Montgomery	A	A	A	X	A	X	A	A	A
12.	Mitchell Namias	X	X	X	X	X	X	A	X	A
13.	Ruth Pennacchia	X	X	X	X	X	X	X	X	X
14.	Richard Radocchia	X	X	X	X	X	X	X	A	X
15.	Eddy Rodriguez	-	-	-	A	A	A	A	A	A
16.	Anthony Santella	X	X	X	A	X	X	A	X	X
17.	Roberta Stewart PC Co-Chair	X	X	X	X	X	A	X	A	X
18.	Sophie Walton	-	-	-	-	X	X	X	A	X
	Ryan White Office	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X
	% of Council present:	65%	70%	70%	62%	62%	60%	55%	50%	60%

Guests: Nitza Agosto, Sofia Swaby, Joshua Heggie

Ryan White Planning Council Membership Reflectiveness

New Haven and Fairfield Counties

Planning Council Composition as of January 1, 2025

# of Planning Council Members	18									
Representation Requirements										
1. Health-care providers, including federally qualified health centers										
2. Community-based organizations serving affected populations and AIDS-service organizations										
3. Soc.-service providers, inc. housing and homeless-services providers										
4. Mental-health providers										
5. Substance-abuse providers										
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										
9. Non-elected community leaders										
10. State Medicaid agency										
11. State agency administering the Part B program										
12. RWTMA grantees under Part C										
13. RWTMA grantees under section 2671 (including Part D)										
14. Grantees under other Federal HIV programs, including HIV-Prevention Programs										
15. Formerly incarcerated PLWH/A or their representatives										
16. PLWH/A with Hepatitis C Co-Infection										
NHFF Profile*										
Gender	Target	PC	Non-Conflicted HIV Status		Target	PC		HIV Status	Target	PC
Men	66%	33%		Current	> 33%	33.33%		Positive	33%	44%
Women	34%	67%						Negative	NA	56%
Members by Region	Target**	PC		Race/ Ethnicity	Target	PC		Risk	Target	PC
1. New Haven	35%	39%		Black	37%	44%		IDU	21%	14%
2. Waterbury	21%	22%		Hispanic	35%	23%		MSM	34%	43%
3. Bridgeport	23%	17%		White	25%	33%		MSM/IDU	2%	0%
4. Stam./Norw.	15%	11%		Other	3%	0%		Hetero	30%	43%
5. Danbury	6%	5%		Note: "Other" race includes Asian, American Indian, Alaskan Native, American Indian, Alaskan Native, Pacific Islander and mutli-racial.			Other	13%	0%	
Out of EMA	0%	11%								
Unidentified	0%	0%								
*Target percentage information provided by CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/23"										

Gloria McNeil & Christopher Johns, Co-Chairs

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2.	Maria Bigby										
3.	Jeremie Burdick										
4.	Christopher Cole										
5.	Brian Datcher										
6.	Libra Davis										
7.	Kasima Geter										
8.	Christopher Johns										
9.	LaTonya McNair										
10.	Gloria McNeil										
11.	Joanne Montgomery										
12.	Mitchell Namias										
13.	Ruth Pennacchia										
14.	Richard Radocchia										
15.	Eddy Rodriguez										
16.	Anthony Santella										
17.	Roberta Stewart										
18.	Sophie Walton										

Executive Committee Attendance											
Planning Council Member		Jan	Feb	March	April	May	June	Sept	Oct	Nov	Absences
Chris Cole (Council Co-Chair)											
Christopher Johns (MF)											
Gloria McNeil (MF)											
Joanne Montgomery (SPA)											
Mitchell Namias (SP)											
Anthony Santella (QI)											
Roberta Stewart (Council Co-Chair)											

Gloria McNeil & Christopher Johns, Co-Chairs

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