

**Membership/Finance Meeting Minutes**

**Meeting Date:** Friday, October 13, 2023  
**Start Time:** 10:30 am  
**End Time:** 11:20 am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Rich Radocchia  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the September 15, 2023 meeting.
- Approval of Planning Council applicants who have completed their attendance requirements.

**(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 her role as co-chair. All participants introduced themselves.

**(3.0) Co-Chair Announcements**

There were no announcements.

**(4.0) Approval of the September 15, 2023, meeting minutes**

A motion to approve the September 15, 2023, meeting minutes was made by Chris Cole and seconded by Joanne Montgomery.

**For: (13)** Ardila, Chaux, Cole, Datcher, Johns, Johnson, Montgomery, Radocchia, Ricciardelli, Spencer, Stewart, Webster, Weeks

**Against: 0**

**Abstain: (1)** McNeil

**(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 September 13, 2023**

We had 22 responses which is a very favorable number of surveys. All feedback was good.

**c. Assist with the Membership Recruitment Campaign**

We have 2 applications that are currently in process and continue to see new applications almost every month.

**d. Review Planning Council Membership**

Joanne Montgomery made a motion to move into executive session and Chris Cole seconded it.

**For: (14)** Ardila, Chaux, Cole, Datcher, Gainer, Johns, Johnson, McNeil, Montgomery, Radocchia, Ricciardelli, Spencer, Stewart, Webster

**Against: 0**

**Abstain: (0)**

Joanne Montgomery made a motion to come out of executive session and Chris Cole seconded it.

**For: (14)** Ardila, Chaux, Cole, Datcher, Gainer, Johns, Johnson, McNeil, Montgomery, Radocchia, Ricciardelli, Spencer, Stewart, Webster

**Against: 0**

**Abstain: (0)**

We currently have 2 applicants who need to complete their membership applications.

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.

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

Membership reflectiveness was explained to all attendees. We currently have 19 Planning Council members and we are missing representation in 2 mandated categories and the Planning Council is working on filling these positions.

g. **Determine Planning Council Trainings**

- November – Joanne Montgomery will present a training on NARCAN and Overdose Prevention.

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

Lakesha Green presented the Quarterly Expenditures by Service Category from March – August by region and service category. Overall, health insurance and emergency financial assistance are very low. The committee also reviewed each region individually and saw areas where budget revisions may need to be done. There was also discussion about the Part B funding and possible changes.

**(7.0) Parking Lot Items**

There are none.

**(8.0) Announcements**

Rich announced the meeting schedule for November which is changed a bit due to the observance of Veteran's Day.

**(9.0) Adjournment**

The meeting adjourned at 11:20am

*Gigi Chaux & Richard Radocchia, Co-Chairs*

**Membership Finance Committee Attendance Record – 2023**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	X	A	X	X	X	X	X	
2.	Marco Castro							X	X	A	
3.	<b>Gigi Chaux, Co-Chair</b>	A	X	A	X	X	X	X	X	X	
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	A	X	X	X	X	X	
5.	Wallace Daniels			X	X	X	A	X	A	A	
6.	Brian Datcher	X	X	X	X	A	X	X	X	X	
7.	Kisha Gainer				A	A	X	X	X	A	
8.	Christopher Johns								X	X	
9.	Clara Johnson							X	X	X	
10.	Gloria McNeil				X	X	X	A	A	X	
11.	Joanne Montgomery	X	X	X	X	X	A	A	X	X	
12.	Mitchell Namias	X	X	X	X	X	X	X	X	A	
13.	<b>Richard Radocchia, Co-Chair</b>	X	A	X	A	X	A	X	A	X	
14.	Carmella Ricciardelli			X	X	A	X	X	X	X	
15.	Anthony Santella	X	X	X	A	X	A	A	X	A	
16.	Carolyn Spencer	X	X	X	X	X	X	X	A	X	
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	A	A	X	X	X	
18.	Tracey Webster				A	A	A	X	X	X	
19.	Lisa Weeks				X	X	X	A	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:	69%	83%	83%	56%	61%	50%	65%	74%	74%	

Guests: Nitza Agosto, Tina Perkins, Jean Brown

Ryan White Planning Council Membership Reflectiveness  
New Haven and Fairfield Counties  
**Planning Council Composition as of November 1, 2023**

# of Planning Council Members	19									
<b>Representation Requirements</b>										
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
<b>NHFF Profile*</b>										
<b>Gender</b>	<b>Target</b>	<b>PC</b>	<b>Non-Conflicted HIV Status</b>		<b>Target</b>	<b>PC</b>	<b>HIV Status</b>	<b>Target</b>	<b>PC</b>	
Men	66%	42%		Current	> 33%	53%	Positive	33%	68%	
Women	34%	58%					Negative	NA	32%	
<b>Members by Region</b>	<b>Target**</b>	<b>PC</b>	<b>Race/Ethnicity</b>		<b>Target</b>	<b>PC</b>	<b>Risk</b>	<b>Target</b>	<b>PC</b>	
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	J a n	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	X	X	X	A	X	X	X	X	X		1
2	Marco Castro	-	-	-	-	-	-	X	X	X		0
3	Gigi Chaux	A	X	A	X	X	X	X	X	X		2
4	Christopher Cole	A	X	X	X	X	X	X	X	X		1
5	Wallace Daniels	-	-	X	X	X	A	X	A	A		3
6	Brian Datcher	X	A	X	X	X	X	X	X	X		1
7	Christopher Johns	-	-	-	-	-	-	-	X	X		0
8	Kisha Gainer	-	-	-	X	A	X	X	X	A		2
9	Clara Johnson	-	-	-	-	-	-	X	X	X		0
10	Gloria McNeil	-	-	-	X	A	A	A	X	X		3
11	Joanne Montgomery	X	X	X	X	X	A	A	X	X		2
12	Mitchell Namias	X	X	X	X	X	X	X	X	X		0
13	Richard Radocchia	X	A	X	X	X	A	X	X	X		2
14	Carmella Ricciardelli	-	-	X	X	A	X	X	X	A		2
15	Anthony Santella	X	X	X	X	X	A	X	X	X		1
16	Carolyn Spencer	X	A	X	X	X	X	X	X	X		1
17	Roberta Stewart	X	X	X	X	A	A	X	X	A		3
18	Tracy Webster	-	-	-	X	X	X	X	X	X		0
19	Lisa Weeks	-	-	-	X	X	X	A	X	X		1

Executive Committee Attendance												
Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
Gigi Chaux (MF)	A	X	A	X	X	X	X	X	X		2	
Chris Cole (Council Co-Chair)	A	X	X	X	X	X	X	X	A		2	
Joanne Montgomery (SPA)	X	X	X	X	X	X	X	X	A		0	
Mitchell Namias (SP)	X	X	X	X	X	A	X	A	A		3	
Rich Radocchia (MF)	X	A	X	X	X	A	X	X	X		3	
Anthony Santella (QI)	X	X	X	X	X	X	X	X	X		0	
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	X	A	X	A		2	

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

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