

*Max Cisneros & Rich Radocchia, Co-Chairs*

---

**Membership/Finance Committee Meeting Minutes**

**Meeting Date:** Friday, August 9, 2019  
**Start Time:** 10:45 am  
**End Time:** 11:20 pm  
**Location:** Burroughs Community Center  
**Presiding Chair:** Max Cisneros  
**Recorder:** Deryk Jackson

**Summary of Committee Votes**

- Approval of June 14, 2019 Meeting Minutes

**Council Member Assignments**

- Attend Committee/Council meetings as outlined in the Council By-Laws
- Recruit/Promote Planning Council to increase PLWHA participation

**Staff Member Assignments**

- Facilitate Council Membership Process
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness "Grid"

**(1.0) Moment of Silence**

Max called the meeting to order at 10:45 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(1.0) Welcome and Introduction**

All participants introduced themselves.

**(2.0) Co-Chair Announcements**

There were none

**(3.0) Approval of June 14, 2019 Meeting Minutes**

A motion to approve the June 14, 2019 minutes was made by Heidi Jenkins and seconded by Roberta Stewart

**For: (4)** Stewart, Lame, Jenkins, Montgomery

**Against: (0)**

**Abstain: (3)** Cole, Cuiman, Cisneros

**(4.0) New Business/Old Business**

a. **Review Membership/Finance Planning Council Activity Timeline (PCAT)**

The Committee reviewed the PCAT and determined it was on target with all assigned activities.

b. **Manage the Membership Application Process**

We currently have no application in process.

c. **Review PC Member Attendance**

We reviewed all PC member attendance and it Executive Committee attendance needs to reviewed as it is incorrect for May, June and already has August done. Staff will make accurate updates.

d. **Analyze PC Membership for Federal Reflectiveness Mandate**

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 35%.

e. **Planning Council Meeting Feedback from June 14, 2019**

Staff presented the survey results and all feedback was favorable. There were many comments made which allows us more information about attendees' experiences.

f. **Determine Future Planning Council Training**

September – New Planning Council Member Training

October – Service Standards

**(5.0) Recipient's Report**

- Review Quarterly Expenditures by Service Category  
Attendees reviewed these are we are right on track for this point in time

- Compile Carryover Request Supporting Documentation

- a. There was a discussion on where the \$11k should be spent. Suggestion for one lead to distribute out funds, to eliminate the burden of amending multiple contracts. We will distribute these funds to 580 clients in the form of a \$20.00 food card.

Joanne Montgomery made a motion to give 11K to region 5 to be split across regions evenly to the three special priority populations, AA Women, Trans Women and Young MSM of Color and Chris Cole second.

**For: (7)** Stewart, Lame, Jenkins, Montgomery, Cole, Cuiman, Cisneros

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to extend the meeting 10 minutes and Max Cisneros seconded

**For: (7)** Stewart, Lame, Jenkins, Montgomery, Cole, Cuiman, Cisneros

**Against: (0)**

**Abstain: (0)**

*Max Cisneros & Rich Radocchia, Co-Chairs*

**(6.0) Open Parking Lot Items**

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance
Discussion about current meeting schedule and how to optimize consumer attendance. Also, please take a look at our attendance policy	3/9 discussion took place with various scenarios presented to maximize consumer attendance. This will be an ongoing discussion. 1/9: we will revisit this in 6 months after reviewing feedback on this issue on the PC feedback survey.

**(7.0) Adjournment**

The meeting adjourned at 11:40 am

**Membership Finance Committee Attendance Record – 2019**

	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	A	X	A	A			
2.	<b>Max Cisneros Co-Chair</b>	X	X	A	X	X	A	X			
3.	Cassandra Cokley	A	X	A	X	X	X	A			
4.	David Colbert	-	-	-	-	X	A	A			
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	A	X	X			
6.	Loreen Cuiman	X	X	X	A	X	A	X			
7.	Sabrina Delgado	A	X	A	A	A	X	A			
8.	Thomas Evans	X	X	X	X	A	A	A			
9.	Heather Garofalo	A	A	A	A	A	A	A			
10.	Lauren Gau	X	X	X	X	X	X	A			
11.	Lisa Gluz	X	X	X	X	X	X	A			
12.	Heidi Jenkins	A	A	X	X	X	X	X			
13.	Albana Lame	X	X	X	X	X	X	X			
14.	Joanne Montgomery	X	X	A	A	X	X	X			
15.	Daniel Pettit	-	-	-	-	-	-	A			
16.	<b>Richard Radocchia Co-Chair</b>	X	A	X	X	X	X	A			
17.	Christine Romanik	X	X	X	X	X	X	A			
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X			
19.	Aaron Stuart	-	-	-	-	X	A	A			
20.	Charlotte Teel	A	A	A	A	A	A	A			
21.	Donald Winfrey	-	-	-	-	X	A	A			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	59%	63%	53%	58%	68%	55%	33%			

Guests: Scott Nelson



# NEW HAVEN / FAIRFIELD COUNTIES RYAN WHITE PLANNING COUNCIL

Max Cisneros & Rich Radocchia, Co-Chairs

## REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Composition as of September 1, 2019

# of Planning Council Members				21					
<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						X			
7. Hospital planning agencies or health-care planning agencies						X			
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						X			
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>Non-Conflicted HIV Status</b>					
<b>Gender</b>	Target	PC		Target	PC		<b>HIV Status</b>	Target	PC
Men	66%	38%		Current	> 33%	38%	Positive	33%	52%
Women	34%	62%					Negative	NA	48%
<b>Members by Region</b>	Target**	PC		<b>Race</b>	Target	PC	<b>Risk</b>	Target	PC
Region 1, New Haven	34%	29%		Black	38%	33%	IDU	28%	18%
Region 2, Waterbury	20%	10%		White	27%	67%	MSM	28%	45%
Region 3, Bridgeport	25%	29%		<b>Ethnicity</b>	Target	PC	MSM/IDU	2%	0%
Region 4, Stam./Norw.	16%	10%		Hispanic	32%	19%	Hetero	29%	27%
Region 5, Danbury	5%	14%		Other	3%	5%	Presumed Hetero	3%	0%
Out of EMA	0%	10%					Pedi/Other	2%	0%
Unidentified	0%	0%					Other	8%	9%

\*Target percentage information provided by CTDHP website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/17"



*Max Cisneros & Rich Radocchia, Co-Chairs*

**Planning Council Attendance**

#	Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences
1	Inthiany Ardilla	X	X	X	X	X	A	X				1
2	Max Cisneros	X	X	A	X	X	A	X				2
3	Cassandra Cokley	A	X	A	X	X	X	A				2
4	David Colbert	-	-	-	-	X	A	X				1
5	Christopher Cole	X	X	X	X	A	X	X				1
6	Loreen Cuiman	X	X	X	A	X	A	X				2
7	Sabrina Delgado	A	X	A	X	A	X	X				3
8	Thomas Evans	X	X	X	X	A	A	A				3
9	Heather Garofalo	X	A	X	X	X	A	X				2
10	Lauren Gau	X	X	X	X	X	X	A				1
11	Lisa Gluz	X	X	X	X	X	X	A				1
12	Heidi Jenkins	A	A	X	X	X	X	X				2
13	Albana Lame	X	X	X	X	X	X	X				0
14	Joanne Montgomery	X	X	A	A	X	X	X				2
15	Daniel Pettit	-	-	-	-	-	-	A				1
16	Richard Radocchia	X	A	X	X	X	X	A				2
17	Christine Romanik	X	X	X	X	X	X	X				0
18	Aaron Stuart	-	-	-	-	X	A	A				2
19	Roberta Stewart	X	X	X	X	X	X	X				0
20	Charlotte Teel	X	X	X	X	X	X	X				0
21	Donald Winfrey	-	-	-	-	X	A	A				2

**Executive Committee Attendance**

Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences
Max Cisneros (MF)	X	X	A	X	X	A	X				2
Chris Cole (Council Co-Chair)	X	X	X	X	A	X	X				1
Lauren Gau (SPA)	X	X	X	X	X	X	A				1
Albana Lame (QI)	X	X	X	X	X	X	X				0
Joanne Montgomery (SPA)	X	X	A	X	X	X	X				1
Rich Radocchia (MF)	X	A	X	X	X	X	A				2
Christine Romanik (QI)	X	X	X	X	X	X	X				0
Roberta Stewart (Council Co-Chair)	X	X	X	X	X	X	X				0



*Max Cisneros & Rich Radocchia, Co-Chairs*

Planning Council Committee Attendance													
#	Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
1	Inthiany Ardilla	SPA	SPA	SPA	SPA	SPA	SPA	NM				0	
2	Max Cisneros	SPA;QI;MF	MF	A	SPA;QI;MF	SPA;QI;MF	A	NM				2	
3	Cassandra Cokley	A	MF	A	MF	MF	MF	NM				2	
4	David Colbert	-	-	-	-	SPA;QI;MF	SPA;QI	NM				0	
5	Christopher Cole	MF	SPA;QI MF	MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	NM				0	
6	Loreen Cuiman	MF	MF	MF	A	MF	A	NM				2	
7	Sabrina Delgado	A	MF	A	SPA	SPA	MF	NM				2	
8	Thomas Evans	MF	MF	MF	MF	A	A	NM				2	
9	Heather Garofalo	A	SPA	SPA	SPA	A	A	NM				2	
10	Lauren Gau	SPA;MF	SPA; MF	SPA;MF	SPA;MF	SPA;MF	SPA; MF	NM				0	
11	Lisa Gluz	MF	MF	MF	MF	MF	MF	NM				0	
12	Heidi Jenkins	A	A	MF	MF	MF	MF	NM				2	
13	Albana Lame	SPA;QI;MF	SPA;QI; MF	SPA;QI; MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	NM				0	
14	Joanne Montgomery	MF	SPA;QI;MF	SPA;QI	MF	SPA;QI;MF	SPA;QI;MF	NM				0	
15	Daniel Pettit	-	-	-	-	-	-	NM				0	
16	Richard Radocchia	SPA;QI;MF	SPA;QI	MF	SPA;QI;MF	SPA;QI;MF	SPA; MF	NM				0	
17	Christine Romanik	QI;MF	QI;MF	MF	QI;MF	QI;MF	QI;MF	NM				0	
18	Aaron Stuart	-	-	-	-	SPA	A	NM				1	
19	Roberta Stewart	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	SPA;QI;MF	NM				0	
20	Charlotte Teel	A	SPA	SPA	SPA	SPA	SPA	NM				1	
21	Donald Winfrey	-	-	-	-	MF	A	NM				1	