



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Max Cisneros & Rich Radocchia, Co-Chairs

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, February 15, 2019
Start Time: 10:30 am
End Time: 11:30 pm
Location: Burrough's Community Center
Presiding Chair: Max Cisneros
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of January 11, 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 10:30 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 January 11, 2019 Meeting Minutes

A motion to approve the January 11, 2019 minutes was made by Joanne Montgomery and seconded by Christine Romanik

For: (9) Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Montgomery

Against: (0)

Abstain: (3) Lame, Delgado, Cokley

(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.



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b. **Manage the Membership Application Process**

2 new applications were presented to the committee for review and 1 renewal application was presented as well:

Roberta Stewart made a motion to go into executive session to discuss this new application and Joanne Montgomery seconded it:

For: (12) Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Montgomery, Lame, Delgado, Cokley

Against: (0)

Abstain: (0)

Joanne Montgomery made a motion to come out of executive session and Lauren Gau seconded it:

For: (9) Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Montgomery

Against: (0)

Abstain: (3) Lame, Delgado, Cokley

I was decided to invite both new applicants into the membership process.

Roberta Stewart made a motion to approve the renewal application of Inthiany Ardila and Chris Cole seconded it:

For: (12) Cole, Evans, Stewart, Gau, Romanik, Cuiman, Gluz, Cisneros, Montgomery, Lame, Delgado, Cokley

Against: (0)

Abstain: (0)

c. **Review PC Member Attendance**

We reviewed all PC member attendance and it was determined that it was reported accurately.

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

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. There are a couple of areas where we need to focus on. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 32%. We are working diligently on improving this number along with other areas that we are deficient in. Attendees discussed ways to increase our membership.

e. **Planning Council Meeting Feedback from January 11, 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**

March – A training on the new online Planning Council training tool will be given.



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g. Recipient's Report

Tom Butcher gave the following report:

1. The RSR is in process for 2018
2. They are also working on the provider report for our EMA.
3. They are working in conjunction with PC staff on the Getting to Zero campaign in hopes of receiving funding in our EMA in this area.
4. All contracts are moving through the process.

(5.0) Open Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance
Review membership application to make sure all questions are relevant	We will continue to look at this moving forward
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.
Re-evaluate PC members statuses for April	This will be added to the M/F PCAT in January – this is closed as it was added to the PCAT

(6.0) Adjournment

The meeting adjourned at 11:30 am



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Membership Finance Committee Attendance Record – 2019

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

Guests: none



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REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Composition as of March 1, 2019

# of Planning Council Members				19						
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							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			
NHFF Profile*							<input type="checkbox"/>			
				Non-Conflicted HIV Status				HIV Status		
Gender	Target	PC		Target	PC			Target	PC	
Men	66%	26%		Current	> 33%	32%		Positive	33% 47%	
Women	34%	74%						Negative	NA 53%	
				Race	Target	PC		Risk	Target	PC
Members by Region	Target**	PC		Target	PC			Target	PC	
Region 1, New Haven	34%	32%		Black	38%	32%		IDU	28%	22%
Region 2, Waterbury	20%	11%		White	27%	68%		MSM	28%	33%
Region 3, Bridgeport	25%	21%		Ethnicity	Target	PC		MSM/IDU	2%	0%
Region 4, Stam./Norw.	16%	11%		Hispanic	32%	21%		Hetero	29%	44%
Region 5, Danbury	5%	16%		Other	3%	0%		Presumed Hetero	3%	0%
Out of EMA	0%	11%						Pedi/Other	2%	0%
Unidentified	0%	0%						Other	8%	0%

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



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

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



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