

Membership/Finance Committee Meeting Minutes

Meeting Date: Friday, November 15, 2019
Start Time: 10:51 am
End Time: 11:50 pm
Location: Burroughs Community Center
Presiding Chair: Max Cisneros
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of October 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 10:51 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 October 11, 2019 Meeting Minutes

A motion to approve the October 11, 2019 minutes was made by Cassandra Cokely and seconded by Lisa Gluz

For: (4) Stewart, Lame, Cisneros, Cokely

Against: (0)

Abstain: (3) Gau, Gluz, Cuiman

(4.0) New Business/Old Business

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

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

- **Manage the Membership Application Process**

We currently have one application where we are waiting the attendance requirements to be met

- **Review PC Member Attendance**

We reviewed all PC member attendance and all attendance was reported accurately. We have two members who will be removed from the Planning Council due to excessive absences.

- **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 38%. We also discussed that our maximum number of PC members is 45 and to work towards that goal as well as keeping in mind our reflectiveness mandate from HRSA.

- **Planning Council Meeting Feedback from October 11, 2019**

Staff presented the survey results and most feedback was favorable.

Laurent Gau made a motion to extend the meeting by 10 minutes and Albana Lame seconded it:

For: (7) Stewart, Lame, Cisneros, Cokely, Gau, Gluz, Cuiman

Against: (0)

Abstain: (0)

- **Determine Future Planning Council Training**

January – New Planning Council Member Training

February – DIS and Intensive Case Management

- **Approve Unobligated Balance Estimate**

The Unobligated Balance Estimate from the Ryan White office is \$16,822.

Roberta Stewart made a motion to divide \$16,882 equally among the five regions to be used for Emergency Financial Assistance and Loreen Cuiman seconded it.

For: (6) Stewart, Lame, Cisneros, Cokely, Gluz, Cuiman

Against: (1) Gau

Abstain: (0)

(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
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.

(6.0) Adjournment

The meeting adjourned at 11:50 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	A	A	A
2.	Max Cisneros Co-Chair	X	X	A	X	X	A	X	X	X	X
3.	Cassandra Cokley	A	X	A	X	X	X	A	X	X	X
4.	David Colbert	-	-	-	-	X	A	A	A	A	A
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	A	X	X	X	X	A
6.	Loreen Cuiman	X	X	X	A	X	A	X	X	A	X
7.	Sabrina Delgado	A	X	A	A	A	X	A	X	A	A
8.	Heather Garofalo	A	A	A	A	A	A	A	A	X	A
9.	Lauren Gau	X	X	X	X	X	X	A	A	A	X
10.	Lisa Gluz	X	X	X	X	X	X	A	X	A	X
11.	Heidi Jenkins	A	A	X	X	X	X	X	A	A	A
12.	Albana Lame	X	X	X	X	X	X	X	X	X	X
13.	Joanne Montgomery	X	X	A	A	X	X	X	A	X	A
14.	Daniel Pettit	-	-	-	-	-	-	A	A	X	A
15.	Richard Radocchia Co-Chair	X	A	X	X	X	X	A	X	X	A
16.	Christine Romanik	X	X	X	X	X	X	A	A	X	A
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	X
18.	Aaron Stuart	-	-	-	-	X	A	A	A	A	A
19.	Charlotte Teel	A	A	A	A	A	A	A	A	A	A
20.	Donald Winfrey	-	-	-	-	X	A	A	A	A	A
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	59%	63%	53%	58%	68%	55%	33%	43%	50%	35%

Guests: Ken Flyte, Ronald Montague

REFLECTIVENESS

New Haven and Fairfield Counties

Planning Council Composition as of January 1, 2020

# of Planning Council Members				16						
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										
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*										
				Non-Conflicted HIV Status						
Gender	Target	PC			Target	PC		HIV Status	Target	PC
Men	66%	32%		Current	> 33%	32%		Positive	33%	50%
Women	34%	68%						Negative	NA	50%
Members by Region	Target**	PC		Race	Target	PC		Risk	Target	PC
Region 1, New Haven	34%	25%		Black	38%	31%		IDU	28%	13%
Region 2, Waterbury	20%	13%		White	27%	69%		MSM	28%	50%
Region 3, Bridgeport	25%	31%		Ethnicity	Target	PC		MSM/IDU	2%	0%
Region 4, Stam./Norw.	16%	13%		Hispanic	32%	19%		Hetero	29%	38%
Region 5, Danbury	5%	19%		Other	3%	0%		Presumed Hetero	3%	0%
Out of EMA	0%	0%						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"