



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, February 14, 2020
Start Time: 12:01 pm
End Time: 1:15 pm
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from January 10, 2020 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:15 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction.

Roberta welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

Roberta announced that we are currently looking for a co-chair for the Membership Finance Committee and the Quality Improvement Committee. She also reminded everyone that the meeting is being recorded.

(3.0) Community Input

There was none

Approval of the January 10, 2020 Meeting Minutes

A motion to approve the January 10, 2020 minutes was made by Joanne Montgomery and seconded by Max Cisneros.

For: (5) Cumin, Cokley, Glutz, Gau, Teel

Against: (0)

Abstain: (9) Stewart, Montague, Delgado, Cisneros, Cole, Montgomery, Radocchia, Colbert, Ardila

(4.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on February 6, 2020:

1. We voted on and approved minutes from January 9, 2019.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We looked at our current In Care and Newly Diagnosed needs assessment numbers to see how many completed surveys each region as compared to our goal.
4. We reviewed and approved new survey tool for the Out of Care needs assessment. Staff emailed all region leads and asked them to run a report for all out of care clients in CAREWare



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and they'll reply back as to how many actual 'out of care' clients they have in their region. This will run from March 1st – April 30th.

5. We also reviewed and approved the updated Service Category Definitions for the following:
 - a. Transportation, Housing, Food Bank/Home Delivered Meals, Emergency Financial Assistance and Mental Health

VOTE

Lauren Gau made a motion to approve the updated service category definitions approved by the SPA committee:

For: (12) Cumin, Cokley, Glutz, Teel, Montague, Delgado, Cisneros, Cole, Montgomery, Radocchia, Colbert, Ardila

Against: (0)

Abstain: (2) Stewart, Gau

6. We reviewed and approved updates made to the 2020 Directives as well:

VOTE

Lauren Gau made a motion to approve the updated 2020 Directives approved by the SPA Committee:

For: (12) Cumin, Cokley, Glutz, Teel, Montague, Delgado, Cisneros, Cole, Montgomery, Radocchia, Colbert, Ardila

Against: (0)

Abstain: (2) Stewart, Gau

7. We approved the MCM Health insurance Survey Tool and this will begin on March 1st – April 30th.
8. We reviewed our scope of work for next year and approved this.
9. We discussed what the Intensive MCM component for MAI \$ will look like and how it will be captured in CAREWare. We also discussed what will make this different from EIS.
10. Our next meeting will be held on Thursday, March 5, 2020 from 9:30am – 12:00pm at the Burroughs Community Center.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on February 6, 2020:

1. We approved the meeting minutes from January 9, 2020 and November 7, 2019.
2. We reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We are in need of a new co-chair for this committee and David Colbert is interested.
4. Staff presented the Housing Service Standard, and this was updated. All updated service standards were approved.
 - a. **VOTE to approve all Service Standards: Housing, Transportation, Food Bank/Home Delivered Meals, EFA, MCM, Outpatient Ambulatory Health Services, Oral Health, Mental Health, HIPCSA, Substance Abuse Inpatient and Substance Abuse Outpatient.**

Roberta made a motion to approve the updated service standards:

For: (8) Cumin, Glutz, Cisneros, Montgomery, Radocchia, Colbert, Ardila, Gau
Against: (4) Delgado, Cokley, Teel, Montague
Abstain: (2) Stewart, Cole

5. We reviewed our Scope of Work for next year and approved this.
6. Our next meeting will be held on Thursday, March 5, 2020 from 12:00pm – 2:00pm at the Burroughs Community Center.

Membership/Finance Committee

Max gave the following report:

Here is a summary of our meeting that was held on February 14, 2020:

1. We voted on and approved the minutes from the January 10, 2020 meeting.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We reviewed feedback from the January 10th PC meeting and all feedback was favorable. There weren't as many comments this month.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas, especially our non-conflicted %. Staff will review all of the formulas in the spreadsheet.
5. We approved 3 new applicants who have met their attendance requirements.

VOTE:

A motion was made by Roberta Stewart to accept the applications of Ken Flyte, Mitchell Namias and Linda Ferraro to the Planning Council:

For: (14) Cumin, Cokley, Glutz, Teel, Montague, Delgado, Cisneros, Cole, Montgomery, Radocchia, Colbert, Ardila, Stewart, Gau
Against: (0)
Abstain: (0)

(5.0) Recipients Office Report

The Ryan White office staff gave the following report:

1. Site visits will begin in March/April for Regions 2 and 5.
2. They are completing all contract amendments due to the partial award.
3. CQM will be continuing to meet and focus on regional PDSAs.

(6.0) New/Old Business

Planning Council Training

There was a training on the Planning Council Member Code of Conduct which is in the Planning Council Member application.

Joanne Montgomery made a motion to extend the meeting 15 minutes and Chris seconded

For: (14) Cumin, Cokley, Glutz, Teel, Montague, Delgado, Cisneros, Cole, Montgomery, Radocchia, Colbert, Ardila, Stewart, Gau
Against: (0)
Abstain: (0)

(7.0) Regional Updates

1. They are using a new HEP app to help people manage their diagnosis.
2. They are having meetings with all MCMs in order to get everyone connected and sharing information.
3. Francesca Quettant is the new Manager of GBAPP. Also, GBHCC co-chairs are Jen Sanchez and Sabrina Delgado.
4. They are having a GTZ meeting on April 20, 2020 to works towards more involvement.
5. Everything is going well.

(8.0) Community Input

There was none

(9.0) Announcements

All announcements will be emailed to staff and sent to all PC members.

(10.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 2:15pm



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Attendance Record – 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Max Cisneros	A	X								
3.	Cassandra Cokley	X	X								
4.	<i>Christopher Cole PC Co-Chair</i>	X	X								
5.	David Colbert	A	X								
6.	Loreen Cuiman	X	X								
7.	Sabrina Delgado	X	X								
8.	Lauren Gau Co-Chair	X	X								
9.	Lisa Gluz	X	X								
10.	Albana Lame	X	A								
11.	Ronald Montague	-	X								
12.	Joanne Montgomery Co-Chair	X	X								
13.	Daniel Pettit	A	A								
14.	Richard Radocchia	X	X								
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
16.	Charlotte Teel	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	81%	88%								

Guests: Ken Flyte, Armando Erba, Robert James, Mitchell Namias, Linda Ferraro, Jamelia Beckford, Evette Ellis, Nancy Kingwood, Elda Thomas, Charlene Lee, Krystle Moore, Francesca Quettant, Sara Burns, Casey Ostrow