

Planning Council Meeting Minutes

Meeting Date: Friday, June 12, 2020
Start Time: 12:08 pm
End Time: 2:00 pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 15, 2020 meeting minutes

(1.0) Moment of Silence

Chris called the meeting to order at 12:08 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction.

Chris 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

Chris announced that Rich Radocchia is returning as M/F co-chair.

(3.0) Community Input

There was none

Approval of the May 15, 2020 Meeting Minutes

A motion to approve the May 15 2020 minutes was made by Joanne Montgomery and seconded by Rich Radocchia.

For: (10) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia

Against: (0)

Abstain: (2) Cole, Cisneros

(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 June 4, 2020:

1. We voted on and approved minutes from May 7, 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 discussed the CARES Act award which provides one-time funding to help current Ryan White HIV/AIDS Program recipients prevent, prepare for, and respond to COVID-19. Jeff presented the new award that was received based on the resolution of an error that was found. There were many concerns regarding how this new funding would be distributed. It was decided that the allocation would be based on the number of Covid 19 cases in each region and then split evenly between food bank/home delivered meals and housing services.

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4. We also reviewed the datasets to be used in the 2021 PRSA process and the following were approved:
 - Service Utilization 2019
 - In Care Needs Assessment 507 Completed Surveys in EMA
 - Newly Diagnosed Needs Assessment 24 Completed Surveys in EMA
 - 2019 Aged Needs Assessment
 - 2019 Priority Populations Needs Assessment
 - MCM Client Health Insurance Survey from 2019
5. Jeff presented the Part B funding comparison by region by service category to allow attendees to see how this year will be impacted by the reduction in Part B funding.
6. It was decided that we will have a Strategic Planning & Assessment committee data meeting in July to review all data to be used in the PSRA meeting in August. Staff will send out a Doodle poll to see what days/times work best for most.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on June 4, 2020:

1. We approved the meeting minutes from May 7, 2020.
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. Staff presented on the Quality Improvement Committee plan. The content has changed based on several factors including the Clinical Quality Management addition to the Recipient's office as well as regional Quality Improvement committees. Suggestions were made and staff will update a formal plan to be presented in September. Sara will continue to work with Dionne on this.
4. The Assessment of the Administrative Mechanism surveys were presented, and updates were made and approved for both the Region Leads and Providers surveys.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on June 12, 2020:

1. We voted on and approved the minutes from the May 15, 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 May 15th PC meeting and there were some comments that were concerning. We discussed how to improve the language in the feedback survey to invite individuals to reach out to PC Co-Chairs and added PC Staff as well.
4. We reviewed the HRSA reflectiveness mandate and discussed areas of needed improvement.
5. We have 2 PC membership applications that were approved as well as Roberta Stewart's PC co-chair application: **VOTE**

Chris Cole made a motion to approve the Planning Council co-chair application of Roberta Stewart:

For: (12) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia, Cole, Cisneros

Against: (0)

Abstain: (0)

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Chris Cole made a motion to approve the Planning Council membership applications of Armando Erba and Robert James:

For: (12) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia, Cole, Cisneros

Against: (0)

Abstain: (0)

6. We discussed an online training program and staff will look into a system that other Planning Councils are using and report back in June.
7. Our next meeting will be held on Thursday, June 12, 2020 from 9:30am – 12:00pm via Zoom teleconference.

(5.0) Recipients Office Report

Tom Butcher gave the following report:

- The CARES Act funding contract are being worked on throughout the EMA
- They are working on having Telehealth as an option in CAREWare
- CQM team is working on the EMA QM plan based on regional AM plans that are being reviewed.
- They are continuing to work on the zip code study.

(6.0) New/Old Business

• **MOU Review and Approval**

Chris Cole made a motion to approve the MOU coming out of the Executive Committee.

For: (12) Gau, Teel, Lame, Namias, Pettit, Montgomery, Colbert, Delgado, Ardila, Radocchia, Cole, Cisneros

Against: (0)

Abstain: (0)

• **Planning Council Training**

There was no training this month.

(7.0) Regional Updates

All regions continue to work to ensure that service delivery continues for all clients and are using technology to stay connected.

(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 2:00pm



NEW HAVEN / FAIRFIELD
COUNTIES
 RYAN WHITE PLANNING COUNCIL

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record – 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	-	-	X	X				
2.	Max Cisneros	A	X	-	-	A	X				
3.	Cassandra Cokley	X	X	-	-	A	A				
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	-	-	X	X				
5.	David Colbert	A	X	-	-	X	X				
6.	Loreen Cuiman	X	X	-	-	A	A				
7.	Sabrina Delgado	X	X	-	-	X	X				
8.	Linda Ferraro	-	-	-	-	A	A				
9.	Kenneth Flyte	-	-	-	-	A	A				
10.	Lauren Gau	X	X	-	-	X	X				
11.	Lisa Gluz	X	X	-	-	A	A				
12.	Albana Lame	X	A	-	-	X	X				
13.	Ronald Montague	-	X	-	-	A	A				
14.	Joanne Montgomery	X	X	-	-	X	X				
15.	Mitchell Namias	-	-	-	-	X	X				
16.	Daniel Pettit	A	A	-	-	X	X				
17.	Richard Radocchia	X	X	-	-	X	X				
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A				
19.	Charlotte Teel	X	X	-	-	X	X				
	Ryan White Office	X	X	-	-	X	A				
	Planning Council Staff	X	X	-	-	X	A				
	% of Council present:	81%	88%	-	-	63%	63%				

Guests Jamelia Beckford, Charlene Lee, Krystle Moore, Sara Burns, Maria Prieto, Clunie Jean-Baptiste, Robert James, Armando Erba, Elda Thomas