

Planning Council Meeting Minutes

Meeting Date: Friday, September 11, 2020
Start Time: 12:05 pm
End Time: 12:58 pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Minutes from August 14, 2020 meeting

(1.0) Moment of Silence

Roberta 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.

(2.0) Welcome and Introduction.

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

(3.0) Co-Chair Announcements

Roberta announced that we are currently looking for a new co-chair for the Strategic Planning & Assessment committee.

(4.0) Community Input

None

(5.0) Approval of the August 14, 2020 Meeting Minutes

A motion to approve the August 14, 2020 minutes was made by David Colbert and seconded by Inthiany Ardila.

For: (9) Teel, Namias, Colbert, Delgado, Ardila, Cisneros, Erba, Cokley, Montague

Against: (0)

Abstain: (4) Stewart, Radocchia, Lame, Pettit

(6.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Robert Stewart gave the following report:

Here is a summary of our meeting that was held on September 3, 2020:

1. We voted on and approved minutes from June 4, 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 need a co-chair for this committee and are looking for interested members.
4. Staff presented the GY2020 (March-June) Service Utilization Report. Attendees reviewed each regions' unduplicated client count and units of service by service category. Many regions had lower numbers than expected due to the COVID-19 pandemic, all regions feel that they will be or already have been increasing the number of clients accessing services. There were concerns with the number of care plans initiated/updated under the Mental Health service category and regions are going to review their data in CAREWare to ensure

- accuracy. Some regions will be initiating budget revisions as well if they determine that this will be necessary. There was a request that all regions become or continue to be proactive in seeking out clients who may need of services but have failed to reach out. Lastly there will be a data request to the Recipient's office in the OAHS and MCM service categories to confirm that the number of unduplicated clients are accurate.
5. There will be three new needs assessments conducted and these were voted on and approved. They are:
 - a. Non-Virally Suppressed needs assessment
 - b. The effects of Covid-19 on our client population
 - c. Medical Case Managers – are they receiving what they need to ensure service delivery to their clients.
 6. In it to End it, Getting to Zero: John Sapero – they are working on a regional website specific to this and will be reaching out to people to contribute their feelings regarding the experience they would like to have when visiting the website. He also shared a change in the tagline to read 'Our plan to end the HIV epidemic' due to feedback concerns. He has recruited members to a leadership team to represent communities for guidance. They have had their first meeting which was very productive. Moving forward they will establish regional leadership teams and work with priority populations.
 7. Tom Butcher, the Recipient reported on the 2 corrective action plans from Region 1 and 2. After making suggestions on their plans, the Recipient is satisfied with these and will monitor these regions moving forward.

Quality Improvement Committee

David Colbert gave the following report:

Here is a summary of our meeting that was held on September 3, 2020:

1. We approved the meeting minutes from June 4, 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. Dionne Kotey from the Recipient's office updated attendees on the EMA CQM Plan. She explained how all regions have submitted their own plans and that these were used in developing an EMA wide plan. She will send staff the plan and they will create a high-level presentation for October's meeting. The committee will also determine if there are ways they can provide support to ensure the EMA meets its goals.
4. The Recipient's office reported on the following:
 - a. Kudos to Dionne for her hard work on the CQM plan.
 - b. Site visits will begin at the end of October and run through December.
5. An item was added to the parking lot: Review MCM Universal Intake Forms packet (Intake, Assessment, Acuity, and Care Plans)

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, September 11, 2020:

1. We approved the minutes from the August 14, 2020 meeting.
2. We reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month.

Roberta Stewart & Chris Cole, Co-Chairs

3. We reviewed feedback from the August 14th PC meeting. There was consideration given to comments regarding difficulty with using the Zoom platform and this will be addressed further in the Planning Council meeting during the training item on the agenda.
4. We have 3 new membership applications, and all were invited into the membership application process.
5. We reviewed all attendance and the attendance requirements outlined in the NHFF Bylaws were discussed. SPA will be reviewing the language surrounding the attendance requirement.
6. We analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 40%.
7. We discussed ideas for membership recruitment and a work group will be formed lead by Max and Rich to follow up on this and will report back at our October meeting.

(7.0) Recipient's Office Report

- The carryover request has been submitted.
- The CARES Act Award has been received.

(8.0) New/Old Business

- **Update on 'In It to End It'**
John Sapero gave an update on 'In It to End It' and shared the leadership team of community members from all the regions. Looking for Transgender members of the community to be involved in the In It to End It program. Also looking for Hispanic members of the community to be involved as well.
- **Planning Council Training**
Rich Radocchia gave a quick tutorial on features in ZOOM meetings that can help us to communicate in our meetings more effectively.

(9.0) Regional Updates

- **Region 1 (New Haven):** Working on Corrective Action Plan for unspent funds.
- **Region 2 (Waterbury):** Has hired a treatment adherence quality nurse that started this week.
- **Region 3 (Bridgeport):** Still accepting referrals for mental health.
- **Region 4 (Stamford/Norwalk):** Planning for World AIDS Day, looking at a hybrid between virtual and hoping to have it in the church where it's always been held.
- **Region 5 (Danbury):** They are providing services via telehealth and in person as well. They have acquired a new location and will be expanding and providing more services in the community.

(10.0) Community Input

None

(11.0) Announcements

- Max Cisneros shared information on a panel discussion Wednesday at 6pm to learn lessons from the survivors of the AIDS Crisis and how these lessons can help in the COVID pandemic.
- Francesca Quettant shared that GBAPP will be having discussions on Trauma.

Roberta Stewart & Chris Cole, Co-Chairs

(12.0) Parking Lot Items

None

(13.0) Adjournment - The meeting adjourned at 12.58 pm

Attendance Record – 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	-	-	X	X	X	X		
2.	Max Cisneros	A	X	-	-	A	X	X	X		
3.	Cassandra Cokley	X	X	-	-	A	A	X	X		
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	-	-	X	X	A	A		
5.	David Colbert	A	X	-	-	X	X	X	X		
6.	Loreen Cuiman	X	X	-	-	A	A	A	A		
7.	Sabrina Delgado	X	X	-	-	X	X	X	X		
8.	Armando Erba							X	X		
9.	Linda Ferraro	-	-	-	-	A	A	X	A		
10.	Kenneth Flyte	-	-	-	-	A	A	A	A		
11.	Lisa Gluz	X	X	-	-	A	A	A	A		
12.	Robert James							A	A		
13.	Albana Lame	X	A	-	-	X	X	A	X		
14.	Ronald Montague	-	X	-	-	A	A	X	X		
15.	Joanne Montgomery	X	X	-	-	X	X	X	A		
16.	Mitchell Namias	-	-	-	-	X	X	X	X		
17.	Daniel Pettit	A	A	-	-	X	X	A	X		
18.	Richard Radocchia	X	X	-	-	X	X	A	X		
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A	X	X		
20.	Charlotte Teel	X	X	-	-	X	X	X	X		
	Ryan White Office	X	X	-	-	X	X	X	X		
	Planning Council Staff	X	X	-	-	X	X	X	X		
	% of Council present:	81%	88%	-	-	63%	63%	62%	65%		

Guests: Dennis Torres, Mike McGowan, Merceditas Villanueva, Charlene Lee, Krystle Moore, Elda Thomas, Francesca Quettant, Clunie Jean-Baptiste, Jamelia Beckford, Randall Halloway