

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 14, 2022
Start Time: 12:01 pm
End Time: 1:52 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of September 9, 2022, Meeting Minutes

(1.0) Moment of Silence

Chris called the meeting to order at 12:01 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction.

Chris 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

- HRSA Project Officer Call on Tuesday, October 18, 2022, at 10:00am – 11:00am.

(4.0) Community Input

There was none

(5.0) Approval of the September 9, 2022, Meeting Minutes

A motion to approve the September 9, 2022 minutes was made by Anthony Santella and seconded by Gigi Chaux

For: (9): Bowens, Chaux, Cole, Datcher, Flyte, Olechowska, Radocchia, Santella, Stewart

Against: (0)

Abstain: (0)

(6.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held on October 6, 2022:

1. We voted on and approved the meeting minutes from September 1, 2022.
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 received an update of the status of 2022-2027 Integrated Comprehensive Plan. The draft plan is completed and has been sent out to all CHPC members. Once all goals have been reviewed, they will send out a finalized document to all members to vote on. We will be given a presentation on the plan during our next SPA meeting.
4. We discussed the PSRA process and strategies moving forward. We will need to update our needs assessment for special populations and also take into consideration the ranking of ALL service categories, this could also be a needs assessment for medical case managers.
5. Our next meetings will be held on Thursday, November 3, 2022 in person at Burroughs Community Center and via Zoom as well.

Quality Improvement

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on October 6, 2022:

1. We approved the meeting minutes from September 1, 2022.
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 discussing the combining of this committee with Strategic Planning & Assessment and will begin to pilot this next month. There will be one meeting from 9:30am – 12:30pm and all tasks for each committee for November will be addressed. We will continue in this format until the end of the grant year in February.
4. Staff presented a new format for all service standards which included one comprehensive document for all standards including universal standards and with all performance measures removed as directed by the new guidance from HRSA. A draft document will be presented next month for review.
5. Our next meetings will be held on Thursday, November 3, 2022. We will be in person at Burroughs Community Center and via Zoom as well.

Membership/Finance

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held today, October 14, 2022:

1. We approved the minutes from the September 9, 2022, meeting.
2. We reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month.
3. We reviewed our Reflectiveness and discussed areas where we are missing representation.
4. We have been meeting regarding the membership status and future recruitment. We are working out different strategies to attract new members as we lose members due to excessive absences regardless of all efforts on our parts to re-engage them. We held a new virtual format within 2 of the 5 regions and will work on helping all 5 regions to participate.
5. We have one applicant in process and needs to attend one more committee meeting to meet their attendance requirements. We also have a new applicant who was invited into the membership process.
6. We reviewed the Planning Council meeting feedback from September 9th and feedback was favorable.
7. Our next meetings will be held on Friday, November 4, 2022. We will be in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

- The Non-competing Continuation Progress report was successfully submitted on September 30, after review by the project officer and changes made.
- The Carryover request has been approved and contracts will be amended to add the carryover funds for food.
- The Data Processing Management Coordinator continues his work with the regional leads to review and clean up the RSR data elements. Also, he has been creating reports for the upcoming CQM meeting, the CQM zip code study and quality assurance chart pulls by service category per sub and subrecipient in each region.

(8.0) New/Old Business

- **Planning Council Training** - 'Let's Talk about Ending the HIV Epidemic and Lessons Learned from the First Three Years of Implementation.' Presented by Harold Phillips, Director of The White House Office of National AIDS Policy. Harold's presentation included the following:
 1. National HIV/AIDS Strategy (NHAS) Federal Implementation Plan
 2. NHAS & *Ending the HIV Epidemic in the U.S.* (EHE) initiative
 3. EHE Updates & Lessons Learned
 4. Discussion

(9.0) Regional Updates

Region 1: will be holding their worlds AIDS day event on December 1st, more details to come.

Region 2: World AIDS day event is 12/1 at Grace Baptist Church. They are also planning a gala on 12/2 and details will follow. Staywell offering monkey pox vaccine Wednesday mornings by appt. only

Region 3: GBAPP is working with Gilead to begin a rapid start protocol to roll out a status neutral approach. They are in the early stages of planning their worlds AIDS day event. November 4th is a trauma training called Healing Matters and registration will be open soon. December 4th is the annual black and white gala and it's in the planning stages.

Region 4: There will be a monkeypox vaccination clinic at Griffin Hospital

Region 5: There will be a pop up monkeypox and covid vaccination clinic at WestConn

(10.0) Community Input

There was none

(11.0) Announcements

- There were none

(12.0) Parking Lot Items

There are none

(13.0) Adjournment - The meeting adjourned at 1:52pm

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Attendance Record – 2022

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	A	X	X	X	X	X	X	A	
2.	Samuel Bowens	-	-	-	-	-	A	A	X	X	
3.	Gigi Chaux	X	X	X	X	X	A	X	X	X	
4.	Max Cisneros	A	A	A	A	A	A	A	A	A	
5.	Cassandra Cokley	A	X	X	A	A	X	A	A	A	
6.	<i>Christopher Cole PC Co-Chair</i>	X	X	A	X	A	A	X	X	X	
7.	Brian Datcher	A	A	A	A	A	A	A	X	X	
8.	Armando Erba	A	A	A	A	A	A	A	A	A	
9.	Ken Flyte	X	X	X	X	X	X	X	X	X	
10.	Lisa Gluz	A	A	X	A	X	A	A	A	A	
11.	Robert James	A	A	A	A	A	A	A	A	A	
12.	Ronald Montague	A	A	A	A	A	A	A	A	A	
13.	Joanne Montgomery	A	X	X	X	A	X	X	A	A	
14.	Mitchell Namias	X	A	X	X	X	X	X	X	A	
15.	Katarzyna Olechowska	-	-	-	-	-	A	X	X	X	
16.	Richard Radocchia	X	X	X	A	X	A	X	X	X	
17.	Anthony Santella	X	X	X	X	X	X	X	X	X	
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	57%	52%	67%	52%	53%	32%	55%	61%	52%	

Guests: Jean Brown, Jamelia Beckford, Kelly Wright, Suzette Davidson, Clunie Jean-Baptiste, Carolyn Spencer, Grant Patterson, Nitza Agosto