

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 10, 2022
Start Time: 12:15 pm
End Time: 1:35 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of May 13, 2022, Meeting Minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:03 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

- Anthony Santella is the new Co-Chair of the Quality Improvement Committee
- David Colbert will be relocating to Texas and will no longer be a Planning Council member
- There will be Project Officer on June 21st at 10:00am.

(4.0) Community Input

There was none

(5.0) Approval of the May 13, 2022, Meeting Minutes

We were not able to conduct this vote due to lack of quorum.

(6.0) Planning Council Committee Reports

Strategic Planning & Assessment

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on June 9, 2022:

1. We voted on and approved the meeting minutes from May 5, 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 discussed upcoming needs assessments:
 - a. A behavioral health dataset – Staff presented the results of the data request from the Recipient’s office which showed that on average, 13% of our clients are accessing mental health services and substance abuse services. This percentage is extremely low and we will be continuing to work towards a final outline of the this as a data set prior to the PSRA process in August.
4. We also approved the following datasets to use for the upcoming PSRA process:
 - a. 2020 In-care Needs Assessment
 - b. 2021 Non-Virally Suppressed Needs Assessment
 - c. 2021 Service Utilization
 - d. 2020 Newly Diagnosed Needs Assessment
 - e. 2019 Priority Populations Needs Assessment
 - f. 2021 Medical Case Management Survey.

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- g. 2022 Behavioral Health
 - h. 2022 Late to Care Needs Assessment.
5. We also reviewed the MCM intake packet – it was decided that there will be a small workgroup to review these documents and make recommendations for updates.
 6. Our next meetings will be held on Thursday, August 2nd and 4th, 2022 for the Priority Setting and Resource Allocation process. These meetings will be following the hybrid model – in person at Burroughs Community Center and via Zoom as well.

Quality Improvement

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held on June 9, 2022:

1. We approved the meeting minutes from May 5, 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 in need of a co-chair for this committee.
4. Staff presented the site visit results as a 5-year trending document for all service categories and with only a couple of exceptions, the results were very good.
5. Our next meetings will be held on August 2nd and 4th, 2022 for the Priority Setting and Resource Allocation process. These meetings will be following the hybrid model – in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held today, June 10, 2022:

1. We approved the minutes from the May 10, 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 staff updated the reflectiveness to reflect the new Epi profile from CTDPH.
4. We reviewed the Planning Council meeting feedback from May 13th and feedback was favorable.
5. Our next meeting will be held on Friday, August 13, 2022, from 10:30am – 11:30am following the hybrid model – in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the following report:

- The final award was received and there was an increase of \$244,456.
- All drawdown requests are due on June 20th.
- Contracts are underway and some are with Corp Counsel at this time.
- Director Bond is invited to join the PO call on June 21st.

(8.0) New/Old Business

- **Planning Council Training**

Joanne Montgomery presented on the Priority Setting & Resource Allocation Process. This included the following:

1. Roles of the Planning Council
2. Components of the process
3. Expectations



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4. Use of Part A funds
5. Steps in the process
6. Roles of the Recipient.

(9.0) Regional Updates

There were none

(10.0) Community Input

There was none

(11.0) Announcements

- Mitchell shared that Laura Aponte is retiring at the end of June.

(12.0) Parking Lot Items

None

(13.0) Adjournment - The meeting adjourned at 1:54pm

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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				
	Samuel Bowens	-	-	-	-	-	A				
2.	Gigi Chaux	X	X	X	X	X	A				
3.	Max Cisneros	A	A	A	A	A	A				
4.	Cassandra Cokley	A	X	X	A	A	X				
5.	<i>Christopher Cole PC Co-Chair</i>	X	X	A	X	A	A				
	Karina Danvers	-	-	-	-	-	A				
6.	Brian Datcher	A	A	A	A	A	A				
7.	Armando Erba	A	A	A	A	A	A				
8.	Ken Flyte	X	X	X	X	X	X				
9.	Lisa Gluz	A	A	X	A	X	A				
10.	Robert James	A	A	A	A	A	A				
11.	Albana Lame	X	X	X	X	X	A				
12.	Ronald Montague	A	A	A	A	A	A				
13.	Joanne Montgomery	A	X	X	X	A	X				
14.	Mitchell Namias	X	A	X	X	X	X				
	Katarzyna Olechowska	-	-	-	-	-	A				
16.	Richard Radocchia	X	X	X	A	X	A				
	Benjamin Saldana	-	-	-	-	-	A				
17.	Anthony Santella	X	X	X	X	X	X				
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X				
19.	Charlotte Teel	X	A	X	X	X	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	57%	52%	67%	52%	53%	32%				

Guests: Santiago Quiles, Nitza Agosto, Ben Gertz, Kasima Jeter, Melody Massaqui, David Colbert, Tequetta Valeriano, Migdalia Garcia, Kathy Jennings, Jamelia Beckford, Merceditas Villanueva