

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, February 11, 2022  
**Start Time:** 12:05 pm  
**End Time:** 1:46 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of January 14, 2022, Meeting Minutes
- Approval of Service Standards for GY2022

**(1.0) Moment of Silence**

Chris Cole called the meeting to order at 12:05 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**

Chris announced that we will continue meeting via Zoom through April and will revisit in person meetings at that time. Staff will provide details of what in person would look like based on Burroughs Guidelines.

**(4.0) Community Input**

None

**(5.0) Approval of the January 14, 2022, Meeting Minutes**

A motion to approve the January 14, 2022, minutes was made by Ken Flyte and seconded by Joanne Montgomery.

**For: (8)** Chau, Colbert, Flyte, Lame, Pitner, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (3)** Cokley, Cole, Montgomery

**(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 February 4, 2022:

1. We voted on and approved the meeting minutes from January 6, 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 study – a small work group met and will be meeting again to discuss this.
  - b. A late to care study – staff asked Arvil to provide the RSR for each sub sub recipient to assist in identifying clients for this study.

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- c. A \$10 gift card incentive will be given to all clients completing the needs assessments and this was voted on and approved
4. We reviewed the Policies and Procedure manual and it was approved: VOTE
5. We reviewed the scope of work for next year beginning March 1, 2022 also called the Planning Council Activity Timeline (PCAT) and this was approved.
6. We also discussed the collaboration on the Integrated Plan and the progress of this.
7. Our next meeting will be held on Thursday, March 3, 2022 with the location TBD.

#### Quality Improvement

David Colbert gave the following report:

Here is a summary of our meeting that was held on February 4, 2022:

1. We approved the meeting minutes from January 6, 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 reviewed the following services standards and all updates were approved:
  - a. Outpatient Ambulatory Health Services
  - b. Housing
  - c. Eligibility ComponentThese will be voted on for final approval at our PC meeting: **VOTE**  
ALL Service Standards: Outpatient Ambulatory Health Services, Medical Case Management, Housing, Medical Transportation, Health Insurance Premium Cost Sharing Assistance, Oral Health, Food Bank, Substance Use – Outpatient, Substance Use – Inpatient, Mental Health and Emergency Financial Assistance
4. The next Quality Improvement committee meeting will take place on Thursday, March 3, 2022 with the location TBD.

#### Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held today, February 11, 2022:

1. We approved the minutes from the January 14, 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 will look more closely at the reflectiveness grid to determine upcoming changes based on membership. We discussed shortcomings in our reflectiveness and reviewed the recruitment plan to help resolve these issues.
4. We reviewed the Planning Council meeting feedback from January 14<sup>th</sup> and feedback was favorable. We had many more responses since staff put the survey link in chat at the end of the PC meeting.
5. We will be having a New Member Training in March.
6. We reviewed and updated the Recruitment Plan and changes were approved Vote:
7. Our next meeting will be held on Friday, March 14, 2022, from 10:30am – 11:30am via Zoom teleconference.

#### **(7.0) Recipient's Office Report**

Tom Butcher gave the following report:

- They are working on the upcoming HRSA virtual site visit
- Next Friday they will meet with the regional review team

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- Following week- Tom will be sending out letters of award to all lead organizations. Each letter will have a condition of award- stating the items that need to be fixed/worked on.
- Collaborative Research will continue to be the Planning Council Support team.
- Announced a new staff person starting on March 1st as the Quality Manager

**(8.0) New/Old Business**

- **Update on 'In It to End It'**

John Sapero gave an update on P3 series which will be ending on February 17, 2022.

- **Planning Council Training**

Staff presented a training on the Ryan White Funding Flow. This training included the following:

- a. An overview of Ryan White
- b. How funds move through the cycle
- c. The Recipient's role in the cycle
- d. The carryover request

**(9.0) Regional Updates**

**Region 1:** Application process went relatively smoothly and there will be two new agencies being added in Region 1

**Region 2:** No updates at this time.

**Region 3:** Actively working with the Part A office in engaging the faith leaders in the area. Staff in the process of planning pride events in June

**Region 4:** Did the request for proposal, thinking of new ways to innovate in the area, and trying to engage with new individuals in the region. Really focusing on the status neutral program

**Region 5:** Finishing up the fiscal year. Waiting to hear back on status of award (all regions are)

**(10.0) Community Input**

There were none

**(11.0) Announcements**

There were none

**(12.0) Parking Lot Items**

None

**(13.0) Adjournment** - The meeting adjourned at 1:46pm

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**Attendance Record – 2022**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	A								
2.	Gigi Chaux	X	X								
3.	Max Cisneros	A	A								
4.	Cassandra Cokley	A	X								
5.	<i>Christopher Cole PC Co-Chair</i>	X	X								
6.	David Colbert	X	X								
7.	Brian Datcher	A	A								
8.	Armando Erba	A	A								
9.	Ken Flyte	X	X								
10.	Lisa Gluz	A	A								
11.	Robert James	A	A								
12.	Albana Lame	X	X								
13.	Ronald Montague	A	A								
14.	Joanne Montgomery	A	X								
15.	Mitchell Namias	X	A								
16.	Daniel Pettit	A	A								
17.	Kathy Pitner	X	X								
18.	Richard Radocchia	X	X								
19.	Anthony Santella	X	X								
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
21.	Charlotte Teel	X	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	<b>% of Council present:</b>	<b>57%</b>	<b>52%</b>								

Guests: Tequetta Valeriano, Clunie Jean-Baptiste, Jamelia Beckford, Jean Brown, Merceditas Villanueva, Nitza Agosta, Dennis Torres, Elisa Sampedro, Kasima Geter, Brianna Fowler, Libra Davis