

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, January 14, 2022  
**Start Time:** 12:05 pm  
**End Time:** 1:46 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of November 12, 2021, 2021, Meeting Minutes
- Approval of the updated By Laws
- Approval of the Planning Council co-chair application

**(1.0) Moment of Silence**

Roberta Stewart 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.**

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**

There were none

**(4.0) Community Input**

None

**(5.0) Approval of the November 12, 2021, Meeting Minutes**

A motion to approve the November 12, 2021, minutes was made by Joanne Montgomery and seconded by Ken Flyte.

**For: (9)** Ardila, Chaux, Colbert, Cole, Flyte, Lame, Pitner, Radocchia, Santella

**Against: (0)**

**Abstain: (3)** Namias, Stewart, Teel

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment

Mitchell gave the following report:

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

1. We voted on and approved the meeting minutes from November 4, 2021.
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 and approved the following 2:
  - a. A behavioral health study – a small work group will develop this for review
  - b. A late to care studyWe are continuing to identify a 3<sup>rd</sup> study that might align with the integrated comprehensive plan that is currently being developed.
4. We reviewed the Policies and Procedure manual and staff will e-mail this out to all PC members to review and discuss next month.

*Roberta Stewart & Chris Cole, Co-Chairs*

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5. We also reviewed the Planning Council By-Laws and one change was made to the Planning Council agenda section: we removed the item, 'in it to end it' and in its place added: Health Resources & Services Administration/HIV AIDS Bureau (HRSA/HAB) Announcements. This was approved and staff emailed this out to all PC members prior to our vote. **VOTE**

Roberta Stewart made a motion to accept the updated by-laws: There were 12 Planning Council members in attendance and a roll call vote was taken and the outcome was a unanimous vote for YES.

6. We reviewed the scope of work for next year beginning March 1, 2022, also called the Planning Council Activity Timeline (PCAT) Minor changes were made and we'll continue to review this next month.
7. The next Strategic Planning & Assessment committee meeting will take place on Thursday, February 3, 2022, via Zoom Videoconference.

#### Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 6, 2021:

1. We approved the meeting minutes from November 4, 2021.
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. Medical Transportation
  - b. Health Insurance Premium Cost Sharing Assistance (HIPCSEA)
  - c. Medical Case Management
4. We will also be discussing the eligibility requirements from PCN 21-2 and making updates to that section of the service standards.
5. The next Quality Improvement committee meeting will take place on Thursday, February 3, 2022 via Zoom Video Conference.

#### Membership/Finance Committee

Gigi Chaux gave the following report:

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

1. We approved the minutes from the November 12, 2021, 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.
4. We reviewed the Planning Council meeting feedback from November 12<sup>th</sup> and feedback was favorable. Staff will make edits to the language to make sure the questions are more easily understood.
5. We will be having an overview of The Ryan White Process and Funding Flow training in February.
6. We reviewed and updated the Recruitment Plan and changes were approved Vote:
7. Our next meeting will be held on Friday, February 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
- They are in process with all contracts
- Germain Solutions is working on QM surveillance, out of care and data maps
- The Quality Assurance Manager position is still open. There are currently 2 candidates interested.

**(8.0) New/Old Business**

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

John Sapero gave an update on P3 series and discussed the engagements occurring in the Faith-based organizations.

- **Planning Council Training**

Staff presented a training on Service Standards. This training included the following:

- a. An overview of Service Standards
- b. Stakeholders who are involved in the process of development and annual reviews
- c. What our actual funded services are in the NHFF EMA
- d. The components of a service standard based on HRSA's guidelines

**(9.0) Regional Updates**

- **Region 1 (New Haven):** They are working on their RFP and more collaboration with providers.
- **Region 2 (Waterbury):** Asked, how is everyone doing with Covid, staffing shortages!
- **Region 3 (Bridgeport):** Nothing to report at this time.
- **Region 4 (Stamford/Norwalk):** Nothing to report at this time.
- **Region 5 (Danbury):** They are very excited and are doing a soft opening with their new medical group and are very busy.

**(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

*Roberta Stewart & Chris Cole, Co-Chairs*

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

Guests: Tequetta Valeriano, Clunie Jean-Baptiste, Ben Gertz, Jean Brown, Merceditas Villanueva, Nitza Agosta, Dennis Torres, Jen Orlando