

Roberta Stewart & Chris Cole, Co-Chairs

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, August 12, 2022  
**Start Time:** 12:01 pm  
**End Time:** 12:33 pm  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Michael Koran

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**Summary of Committee Business Votes**

- Approval of May 13, 2022 and June 10, 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**

- Looking for a Co-chair for the Quality Improvement Committee.
- HRSA Project Officer Call on Tuesday, August 16, 2022, at 10:00am – 11:00am.

**(4.0) Community Input**

There was none

**(5.0) Approval of the May 13, 2022 and June 10, 2022, Meeting Minutes**

A motion to approve the May 13<sup>th</sup>, 2022 minutes was made by Mitchell Namias and seconded by Gigi Chaux

**For: (11):** Ardilla, Chaux, Danvers, Flyte, Gluz, Montgomery, Namias, Olechowska, Saldana, Santella, Stewart

**Against: (0)**

**Abstain: (1)** Cole

A motion to approve the June 10<sup>th</sup>, 2022 minutes was made by Mitchell Namias and seconded by Ken Flyte

**For: (10):** Ardilla, Danvers, Flyte, Gluz, Montgomery, Namias, Olechowska, Saldana, Santella, Stewart

**Against: (0)**

**Abstain: (2)** Cole, Chaux

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Mitchell Namias gave the following report:

The Committee is responsible for the Priority Setting and Resource Allocation process which took place last Wednesday and Thursday. Mitchell reviewed the FY 23 Resource Allocation Rationale by Service Category and explained each of the Service Categories which had a specific methodology to the process.

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A motion was made to approve the Priority Setting and Resource Allocation package was made by Mitchell Namias.

2023 Formula/Supplemental Request		\$ 5,335,734	2023 MAI Request	\$ 460,915	2023 Total Request	\$ 5,796,649	
2023 Max Request (Formula/Supplemental)		\$ 5,335,734	2023 MAI Max Request	\$ 460,915	2023 Total Max Request	\$ 5,796,649	
2023 Service Priority	Service Category	2022 Allocated	2022 % of Allocation	2022 MAI Allocated	FY23 Formula/Supplemental Grant Request	% of Allocation	FY23 MAI Grant Request
1	Outpatient/Ambulatory Health Services	\$ 341,942	7.92%		\$ 206,644	4.56%	
2	Medical Case Management	\$ 1,462,294	33.85%	\$ 363,048	\$ 1,496,368	32.99%	\$ 391,778
3	Food Bank/Home Delivered Meals	\$ 173,042	4.01%		\$ 207,154	4.57%	
4	Mental Health Services	\$ 661,119	15.36%		\$ 728,833	16.07%	
5	Emergency Financial Assistance	\$ 162,186	3.75%		\$ 193,786	3.68%	
6	Medical Transportation	\$ 79,047	1.83%		\$ 75,428	1.38%	
7	Substance Abuse Services- Outpatient	\$ 709,026	16.41%		\$ 816,007	14.75%	
8	Oral Health Care	\$ 135,107	3.13%		\$ 151,900	3.35%	
9	Housing Services	\$ 223,466	5.17%		\$ 227,839	5.02%	
10	Health Insurance Premium/Cost Sharing	\$ 47,192	1.09%		\$ 46,615	1.03%	
11	Substance Abuse Services-Inpatient	\$ 324,983	7.52%		\$ 384,800	8.48%	
12	Local AIDS Pharmaceutical Assistance		0.00%		\$ -	0.00%	
<b>TOTAL ALLOCATION</b>		<b>\$ 4,319,404</b>	<b>100%</b>	<b>\$ 363,048</b>	<b>\$ 4,535,374</b>	<b>100%</b>	<b>\$ 391,778</b>
<b>Core vs. Support Break Out</b>		<b>FY 2022</b>			<b>FY 2023</b>		
<b>Total Allocation (Formula+Supplemental+MAI)</b>		<b>\$4,682,452</b>	<b>100%</b>		<b>Total Allocation (Formula+Supplemental+MAI)</b>	<b>\$ 4,927,152</b>	<b>100%</b>
<b>Core Services</b>		<b>\$3,719,728</b>	<b>79%</b>		<b>Core Services</b>	<b>\$ 3,838,145</b>	<b>78%</b>
<b>Support Services</b>		<b>\$ 962,724</b>	<b>21%</b>		<b>Support Services</b>	<b>\$ 1,089,006</b>	<b>22%</b>
					<b>Formula+Supplemental</b>	<b>\$ 5,335,734</b>	<b>(+15% Admin)</b>
					<b>MAI</b>	<b>\$ 460,915</b>	<b>(+15% Admin)</b>
					<b>Total</b>	<b>\$ 5,796,649</b>	

**For: (10):** Ardilla, Chau, Cole, Danvers, Flyte, Gluz, Olechowska, Saldana, Santella, Stewart  
**Against: (0)**  
**Abstain: (2)** Montgomery, Namias

Quality Improvement  
 Nothing to report at this time

Membership/Finance Committee

Gigi Chau gave the following report:

1. We reviewed the PCAT and are on track with all activities
2. Reviewed the Planning Council Feedback from the June PC Meeting
3. Reviewed the one applicant who still needs to attend another committee meeting to meet their attendance requirement.
4. We reviewed Member Attendance
5. Reviewed the Membership Reflectiveness Mandate
6. Discussed several ways to engage new members such as reaching out to Pride Centers, Consumer Advisory Groups and bringing PC materials to various Pride events.
7. We also discussed the carryover request of \$43,054.

Chris Cole made a motion that carryover costs be divided equally by region to Food Bank to provide food cards for support of our clients.

**For: (6):** Ardilla, Danvers, Flyte, Gluz, Olechowska, Santella,

**Against: (0)**

**Abstain: (6)** Montgomery, Namias, Cole, Chaux, Stewart, Saldana

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

- Tom Butcher shared the recipients report. Two contracts that have been fully executed, PC Support Staff and one for CQM consultant.
- Lakeisha and Tom have received all of the paperwork from all of the leads for the Service Contracts which are in effect until the end of October.
- Working on the Non-Compete Continuation Progress Report. This is in place of the Grant Application since we have moved to a three-year Grant Application.
- Carryover was \$43,453. Carryover Submission is due on the 29<sup>th</sup> of August.
- Working on the Regional CQM Plans. We are the only ones nationally on the Regional model, so each region has to present

**(8.0) New/Old Business**

- **Planning Council Training - Presentation on the Outcomes from the Priority Setting & Resource Allocation Process**

This was presented during the Strategic Planning & Assessment committee report.

**(9.0) Regional Updates**

There were none

**(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 12:33pm

*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	A	X	X	X	X	X			
2.	Samuel Bowens	-	-	-	-	-	A	A			
3.	Gigi Chaux	X	X	X	X	X	A	X			
4.	Max Cisneros	A	A	A	A	A	A	A			
5.	Cassandra Cokley	A	X	X	A	A	X	A			
6.	<i>Christopher Cole PC Co-Chair</i>	X	X	A	X	A	A	X			
7.	Karina Danvers	-	-	-	-	-	A	A			
8.	Brian Datcher	A	A	A	A	A	A	A			
9.	Armando Erba	A	A	A	A	A	A	A			
10.	Ken Flyte	X	X	X	X	X	X	X			
11.	Lisa Gluz	A	A	X	A	X	A	A			
12.	Robert James	A	A	A	A	A	A	A			
13.	Ronald Montague	A	A	A	A	A	A	A			
14.	Joanne Montgomery	A	X	X	X	A	X	X			
15.	Mitchell Namias	X	A	X	X	X	X	X			
16.	Katarzyna Olechowska	-	-	-	-	-	A	X			
17.	Richard Radocchia	X	X	X	A	X	A	X			
18.	Benjamin Saldana	-	-	-	-	-	A	X			
19.	Anthony Santella	X	X	X	X	X	X	X			
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	57%	52%	67%	52%	53%	32%	55%			

Guests: Sarah Hagans, Jean Brown, Melody Massaqui, Ben Geertz, Grant Patterson, Jamelia Beckford, Tequetta Valeriano, Andrea Diaz