

Roberta Stewart & Chris Cole, Co-Chairs

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, September 9, 2022  
**Start Time:** 12:01 pm  
**End Time:** 12:58 pm  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of August 12, 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, September 20, 2022, at 10:00am – 11:00am.

**(4.0) Community Input**

There was none

**(5.0) Approval of the August 12, 2022, Meeting Minutes**

A motion to approve the August 12, 2022 minutes was made by Anthony Santella and seconded by Gigi Chaux

**For: (7):** Ardilla, Chaux, Flyte, Namias, Olechowska, Santella, Stewart

**Against: (0)**

**Abstain: (4)** Bowens, Cole, Datcher, Radocchia

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on September 1, 2022:

1. We voted on and approved the meeting minutes from June 9, 2022; Priority Setting Process August 3, 2022; Resource Allocation August 4, 2022 meeting minutes.
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 CHPC meetings have begun breaking into small work groups to determine the objectives and goals of the plan and will continue in this format.
4. We discussed the PSRA process and strategies moving forward. Staff will begin developing a written process for this.
5. We also reviewed the acuity document in the MCM intake packet – updates were made and staff will send this to the Recipient's office to be distributed throughout the EMA

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6. Our next meetings will be held on Thursday, October 6, 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 September 1, 2022:

1. We approved the meeting minutes from June 9, 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 an overview of the Service Standards guidance released from HRSA in August. We will begin reviewing and updating all service standards next month.
5. Rhonda Stewart and her colleague Ronnie Andrews from Health Access LLC presented the Clinical Quality Management Plan for 2022.
6. Our next meetings will be held on Thursday, October 6, 2022. We will be in person at Burroughs Community Center and via Zoom as well.

It was decided after much discussion to schedule SPA meetings from 9:30am – 11:00am and QI meetings from 11:00am – 12:30pm moving forward for this grant year.

#### Membership/Finance

Rich Radochia gave the following report:

Here is a summary of our meeting that was held today, September 9, 2022:

1. We approved the minutes from the August 12, 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 will be holding a new virtual format within each region.
5. We have one applicant in process and needs to attend one more committee meeting to meet their attendance requirements.
6. We reviewed the Planning Council meeting feedback from August 12<sup>th</sup> and feedback was favorable.
7. Our next meetings will be held on Thursday, October 6, 2022. We will be in person at Burroughs Community Center and via Zoom as well.

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

- Tom Butcher shared the recipients report. They are 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 and hope to have it completed and to the Health Director by Monday, September, 26<sup>th</sup>.
- Lakeisha shared contract updates.
- Arvil has been working with all regions regarding the RSR reports and sharing webinars from HRSA with them to offer more support.

**(8.0) New/Old Business**

- **Planning Council Training - Presentation on the Results of the Efficiency of the Assessment of the Administration Mechanism**

Staff presented these results which included responses from all 5 region leads and all sub/subrecipients within each region. We discussed the incorrect responses from Region 2 and updated everyone on the final report which will include actual responses with footnotes explaining incorrect responses with evidence.

**(9.0) Regional Updates**

Region 1: will be holding their worlds AIDS day event on December 1<sup>st</sup>, 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. On September 14 – 16 they are having a grant writing workshop, registration is closed. November 4<sup>th</sup> is a trauma training called Healing Matters and registration will be open soon. December 4<sup>th</sup> is the annual black and white gala and it's in the planning stages.

Region 4: none

Region 5: none

**(10.0) Community Input**

There was none

**(11.0) Announcements**

- Mitchell announced that Part B applied for Part B supplemental funds were awarded a total of 1.97 million dollars and contracts will be amended. NHFF Counties EMA will receive approximately a total 1.3 million dollar increase from Part B. This increase will be the responsibility of the Part B regional leads to determine their allocation.
- DPH vaccinations for monkey pox will be available for people who have had 2 or more sexual partners in the last 2 months and information can be found on the DPH website. These are free.

**(12.0) Parking Lot Items**

There are none

**(13.0) Adjournment** - The meeting adjourned at 12:57pm

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

Guests: Jean Brown, Jamelia Beckford, Dan Hulton, Kelly Wright, Silvia Bermuerto, Merceditas Villanueva, Suzette Davidson, Clunie Jean-Baptiste