

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, February 10, 2023
Start Time: 12:00 pm
End Time: 1:39 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Cliff Barnett

Summary of Committee Business Votes

- Approval of Minutes from the January 13, 2023, Meeting Minutes

(1.0) Moment of Silence

Chris called the meeting to order at 10:30am. 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, February 28, 2023, at 10:00am – 11:00am.

(4.0) Community Input

One attendee asked how can clients get food once they run out of food stamps and how are they able to buy necessities in today's economy.

(5.0) Approval of the January 13th, 2023, Meeting Minutes

A motion to approve the January 13, 2023, minutes was made by Joanne Montgomery and seconded by Ken Flyte.

For: (5): Ardila, Namias, Montgomery, Santella, Stewart

Against: (0)

Abstain: (2) Chaux, Cole

(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 February 2, 2023:

1. We voted on and approved the meeting minutes from January 5, 2023.
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 agreed to do a data analysis on women of color in our EMA and the aged population as well. Andy McCracken, who is the director of data analytics for Collaborative Research will conduct both analyses and once presented, we may also find a need to look further into the results.
4. We reviewed and approved the Directives for GY2023 which included matching the language in the intensive case management component of the MCM service standard. **VOTE**

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Chris Cole made a motion to approve the updated Directives for GY2023 coming from the Strategic Planning & Assessment Committee.

For: (7): Ardila, Chaux, Cole, Namias, Montgomery, Santella, Stewart

Against: (0)

Abstain: (0)

5. We reviewed and approved the Bylaws for GY2023 with the understanding that this will be revisited once we have our Planning Council Activity Timeline (PCAT) approved. The update included the addition of term limits language. **VOTE**

Chris Cole made a motion to approve the updated Bylaws for GY2023 coming from the Strategic Planning & Assessment Committee.

For: (7): Ardila, Chaux, Cole, Namias, Montgomery, Santella, Stewart

Against: (0)

Abstain: (0)

6. We reviewed and approved the Policy & Procedure manual that included the addition of the term limits language from the bylaws. **VOTE**

Chris Cole made a motion to approve the updated Policy & Procedure manual for GY2023 coming from the Strategic Planning & Assessment Committee.

For: (7): Ardila, Chaux, Cole, Namias, Montgomery, Santella, Stewart

Against: (0)

Abstain: (0)

7. We reviewed and updated our PCAT to include the merging of SPA & QI and this was approved.
8. We added an item to our parking lot, 'How do we evaluate that our regional system is working?'
9. Our next meeting will be held on Thursday, March 2, 2023, 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 February 2, 2023:

1. We approved the meeting minutes from January 5, 2023.
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. The Recipient's office will present the Quality Improvement Plan for 2023 update March and the final plan will be presented in April.
4. This was the last Quality Improvement Committee meeting as we are now combining the SPA and QI committees beginning next month on Thursday, March 2, 2023.

Membership/Finance

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held today, February 10, 2023:

1. We approved the minutes from the January 13, 2023 meeting.

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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 reviewed 4 new applications and the applicants have been invited into the membership process. We also approved the renewal application for Mitchell Namias and this was approved and two new membership applications were also approved as their attendance requirements have been met.

VOTE

Chris Cole made a motion to approve the renewal application of Mitchell Namias coming from the Membership/Finance committee.

For: (7): Ardila, Chaux, Cole, Namias, Montgomery, Santella, Stewart

Against: (0)

Abstain: (0)

Chris Cole made a motion to approve the applications of Wallace Daniels and Carmella Ricciardelli coming from the Membership/Finance committee.

For: (7): Ardila, Chaux, Cole, Namias, Montgomery, Santella, Stewart

Against: (0)

Abstain: (0)

5. We reviewed the Planning Council meeting feedback from January 13th and feedback was favorable.
6. Our next meetings will be held on Friday, March 10, 2023. We will be in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the following report:

- We're working on contracts for regions. The process has been moved up this year in response to the HRSA VSV. The contracts are slated for a 7-month period (End of Sept 2023). We don't know when we will get the full award.
- We're working with Jeff (CR) to complete a scope of work (SOW) for Planning Council Support.
- We're working with Health Access for a scope of work scope of work (SOW).
- We're hoping to have all contracts signed by the end of March.
- Working on a deeper dive into zip codes to see what's going on in our EMA. This is under the clinical quality management area.

(8.0) New/Old Business

Planning Council Training – A new member training was presented which included the following:

- What does the Recipient's office do?
- What is the purpose of the Planning Council?
- Committee Responsibilities
- Meeting requirements

(9.0) Regional Updates

- Region 1: Introduction of the new care ware coordinator Nita, she will also be working on Ryan White part B program. Liam Wallace is a new contact in the Recipient's office.

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- Region 2: no updates at this time
- Region 3: A clergy trauma informed roundtable at the East End Baptist Church in Bridgeport on Thursday, March 2nd from 11:30am – 1:30pm and hosting a month of prayer beginning on March 5th at the East End Baptist Church.
- Region 4: no updates at this time.
- Region 5: no updates at this time.

(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 1:39pm

Attendance Record – 2023

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Samuel Bowens	A	A								
3.	Gigi Chaux	A	X								
4.	<i>Christopher Cole PC Co-Chair</i>	A	X								
5.	Brian Datcher	X	A								
6.	Ken Flyte	X	A								
7.	Joanne Montgomery	X	X								
8.	Mitchell Namias	X	X								
9.	Richard Radocchia	X	A								
10.	Anthony Santella	X	X								
11.	Carolyn Spencer	X	A								
12.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	69%	58%								

Dan Hulton, Sofia Swaby, Wallace Daniels, Lisa Weeks, Carmella Ricciardelli, Nick Boshnack, Jean Brown, Kailyn Green, Liam Wallace, Nitza Agosto, Adrien Harris, Ditas Villanueva, Kayla Jordan, Nida Butt, Jen Loschiavo, Clunie Jean-Baptiste