

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, November 3, 2023
Start Time: 12:00 pm
End Time: 1:15 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

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

(1.0) Moment of Silence

Roberta called the meeting to order at 12:00pm. 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

HRSA Project Officer Call on Tuesday, November 21, 2023 at 10am

(4.0) Community Input

There was none.

(5.0) Approval of the October 13, 2023, Meeting Minutes.

A motion to approve the October 13, 2023 meeting minutes was made by Joanne Montgomery and seconded by Gigi Chaux.

For: (10): Ardila, Chaux, Datcher, Johnson, Johns, McNeil, Montgomery, Radocchia, Santella, Spencer,

Against: (0)

Abstain: (2) Stewart, Ricciardelli

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 2, 2023:

1. We voted on and approved the meeting minutes from October 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 the datasets we would like to consider for next year's PSRA process:
 - a. Behavioral Health
 - b. Large Comprehensive Needs Assessment
 - c. 5 Community Forums, 1 for each region
 - d. Regional Utilization, Expenditures and Units of Service
4. We reviewed and updated the service standards for 2024 and all updates were approved. **VOTE**
Staff presented all updates to the 2024 Service Standards and Roberta made a motion to approve these updates.

For: (12): Ardila, Chaux, Datcher, Johnson, Johns, McNeil, Montgomery, Radocchia, Santella, Spencer, Stewart, Ricciardelli

Against: (0)

Abstain: (0)

5. Mitchell gave a presentation on the Integrated Plan that included the report back from HRSA.
6. Our next meeting will be held on January 5, 2024 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on November 3, 2023

1. We reviewed feedback from the October meeting. There were 22 responses which was great and all feedback was favorable.
2. We reviewed a new Planning Council application, and it was decided to invite the applicant into the membership process.
3. We also reviewed attendance, and everyone is in good standing.
4. We reviewed our reflectiveness, and we are missing representation in 3 categories and we're working on these each month.
5. Roberta presented the unobligated carryover estimate of \$32,121 to be divided evenly among the 5 regions for Food Bank/Home Delivered Meals and made a motion to approve this:

For: (12): Ardila, Chaux, Datcher, Johnson, Johns, McNeil, Montgomery, Radocchia, Santella, Spencer, Stewart, Ricciardelli

Against: (0)

Abstain: (0)

6. Our next meeting will be held on Friday, January 12, 2024, at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the report.

1. The RFP for the service delivery system is due on 12/5. They had a bidders' conference and there was good participation.
2. Planning Council Support RFP is due on 1/26
3. All contract amendments for the Food service category are in process, this is due to the approved carryover request by HRSA.

(8.0) New/Old Business

- **Planning Council Training** – Joanne Montgomery presented on NARCAN and Harm Reduction. This training included the following:
 1. CT statistics of overdoses.
 2. What is harm reduction?
 3. What is an opioid overdose?
 4. Information about fentanyl
 5. Instructions on using Naloxone and it's affects on the overdose victim.

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(9.0) Regional Updates

Region 1: They had a 40th Anniversary Celebration at APNH.

Region 2: They are working on their Part A and C monitoring.

Region 3: They are working on their Part A monitoring and their world AIDS day event.

Region 4: They are working on their RSR.

Region 5: Carolyn Spencer will no longer be on the Council as she is attending medical school and they are working on their RSR.

(10.0) Community Input

There was none

(11.0) Announcements

- Gigi announced that Chris Johns will be speaking at their world AIDS day event which will be a lunch.
- Danbury is doing their world AIDS day event on Thursday, November 30th and it will be a breakfast at the Amber Room at 8:30am followed by a program.

(12.0) Parking Lot Items

There are none

(13.0) Adjournment - The meeting adjourned at 1:48pm

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Attendance Record – 2023

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	A	X	X	X	X	X	X
2.	Marco Castro	-	-	-	-	-	-	X	X	X	A
3.	Gigi Chaux	A	X	A	X	X	X	X	X	X	X
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	X	X	X	X	X	X	X	A
5.	Wallace Daniels	-	-	X	X	X	A	X	A	A	A
6.	Brian Datcher	X	A	X	X	X	X	X	X	X	X
7.	Kisha Gainer	-	-	-	X	A	X	X	X	A	A
8.	Christopher Johns	-	-	-	-	-	-	-	X	X	X
9.	Clara Johnson	-	-	-	-	-	-	X	X	X	X
10.	Gloria McNeil	-	-	-	X	A	A	A	X	X	X
11.	Joanne Montgomery	X	X	X	X	X	A	A	X	X	X
12.	Mitchell Namias	X	X	X	X	X	X	X	X	X	A
13.	Richard Radocchia	X	A	X	X	X	A	X	X	X	X
14.	Carmella Ricciardelli	-	-	X	X	A	X	X	X	A	X
15.	Anthony Santella	X	X	X	X	X	A	X	X	X	X
16.	Carolyn Spencer	X	A	X	X	X	X	X	X	X	X
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	A	A	X	X	A	X
18.	Lisa Weeks	-	-	-	X	X	X	A	X	X	A
19.	Tracy Webster	-	-	-	X	X	X	X	X	X	A
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	69%	58%	85%	89%	72%	61%	75%	95%	79%	63%

Guests: Nitza Agosta, Jean Brown, Keith Taylor, Jamelia Beckford, Tina Perkins, Suzette Davidson, Tequetta Valeriano, Denese Smith Monroe, Sofia Swaby, Mercedes Villanueva, Migdalia Garcia, Kelley Wright