

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 13, 2023
Start Time: 12:00 pm
End Time: 1:15 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Thomas Rodriquez-Schucker

Summary of Committee Business Votes

- Approval of Minutes from the September 15, 2023, Meeting Minutes

(1.0) Moment of Silence

Chris 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.

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, October 17, 2023 at 10am

(4.0) Community Input

There was none.

(5.0) Approval of the September 15, 2023, Meeting Minutes.

A motion to approve the September 15, 2023 meeting minutes was made by Roberta Stewart and seconded by Joanne Montgomery.

For: (19): Ardila, Castro, Chaux, Cole, Datcher, Gainer, Johnson, Johns, McNeil, Montgomery, Radocchia, Santella, Spencer, Webster, Weeks

Against: (0)

Abstain: (0)

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on October 5, 2023:

1. We voted on and approved the meeting minutes from September 7, 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 discussed the evaluation of our regional system and decided to invite all MCMs and IMCMS to our January meeting to address the IMCM process and consistency across the EMA.

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5. We reviewed the structure of this committee and staff will look at other jurisdictions and report back on their committee structure at November's meeting.
6. Our next meeting will be held on November 2, 2023 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on October 13, 2023

1. We reviewed feedback from the September meeting. There were 22 responses which was great and all feedback was favorable.
2. Joanne Montgomery will bring Narcan kits to the next Planning Council meeting and also make sure all satellite meetings have some as well and we'll all receive training and certification on Narcan.
3. We have 2 Planning Council applications that need to be completed and once this is done, we'll bring those applications back to the committee for review.
4. We also reviewed attendance and everyone is in good standing.
5. We reviewed our reflectiveness and we are missing representation in 2 categories and we're working on these each month.
6. Lakeisha Green from the recipient's office presented and expenditure report by region and service category for the 1st 6 months on the grant year. This was reviewed in detail.
7. Our next meeting will be held on Friday, November 3, 2023 at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the report.

1. They have submitted the official carryover request paperwork to HRSA.
2. All contracts have been executed.
3. The CQM quarterly meeting is coming up and there will be a focus on oral health services and regional PDSAs.

(8.0) New/Old Business

- **Planning Council Training** – Gigi Chaux presented a New Planning Council Member Training. This included the following:
 1. Planning Council and key people
 2. Roles and responsibilities
 3. Planning Council operations
 4. Support staff
 5. Committees

(9.0) Regional Updates

Region 1: No updates

Region 2: No updates

Region 3: Jean Brown – They are working on a management plan with individuals who are not meeting their objectives or performance measures. They are focusing on the acuity scale and using this as a tool for these meetings.

Region 4: Gigi Chaux – They have been working on their RSR and are restructuring their HIV Continuum meetings.

Region 5: No updates

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(10.0) Community Input

There was none

(11.0) Announcements

- Jean Brown reported that they are hosting various support groups.

(12.0) Parking Lot Items

There are none

(13.0) Adjournment - The meeting adjourned at 1:15pm

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

Guests: Nitza Agosta, Nida Butt, Jean Brown, Keith Taylor, Clunie Jean-Baptiste, Jamelia Beckford, Tina Perkins