

Roberta Stewart & Chris Cole, Co-Chairs

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, June 9, 2023  
**Start Time:** 12:00 pm  
**End Time:** 1:58 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 Minutes from the May 12, 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 Thursday, June 22, 2023 from 11am – 12pm.

#### (4.0) Community Input

There was none.

#### (5.0) Approval of the May 12, 2023, Meeting Minutes.

A motion to approve the May 12, 2023 meeting minutes was made by Inthiany Ardila and seconded by Kisha Gainer

**For: (9):** Ardila, Bowens, Chaux, Cole, Datcher, Namias, Spencer, Webster, Weeks

**Against: (0)**

**Abstain: (2)** Gainer, Ricciardelli

#### (6.0) Planning Council Committee Reports

##### Quality Improvement and Strategic Planning Committee (QISP)

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on June 1, 2023:

1. We voted on and approved the meeting minutes from May 4, 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 reviewed the data we received from DPH and staff highlighted important areas.
4. We also discussed the MCM/Client forums regarding all Ryan White services and it was decided that we'd move the in person forums to next year when we need to rewrite a new grant application. This year we will conduct a survey in all regions. Our goal is for 30 completed surveys in each region for a total of 150. Each client will receive a \$10 gift card to Walmart for their participation. Staff will work with the co-chairs on the final survey and will get that out next week. We also reviewed the newly diagnosed needs assessment survey and staff will also be making updates to that and reach out to the co-chairs for final approval.

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5. We discussed and approved the following 8 datasets to be used in the upcoming GY2023 PSRA process:
  - A. In Care Needs Assessment 2020
  - B. Non-Virally Suppressed Needs Assessment 2021
  - C. Late Diagnosed Needs Assessment 2022
  - D. Priority Populations Needs Assessment 2019
  - E. MCM Needs Assessment 2021
  - F. Updated Newly Diagnosed Needs Assessment 2023
  - G. ALL Services Needs Assessment 2023
  - H. Behavioral Health Needs Assessment 2022
6. We also reviewed the updated Assessment of the Efficiency of the Administrative Mechanism survey questions and these were approved.
7. Our next meeting will be held on Tuesday, August 1, 2023 in person at Burroughs Community Center and via Zoom as well for our Priority Setting Session.

#### Membership/Finance Committee

Chris Cole gave the following report:

Here is a summary of our meeting that was held today on June 9, 2023.

1. We voted on and approved the meeting minutes from May 12, 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 reviewed our membership attendance and everyone is in good standing.
4. We reviewed our HRSA reflectiveness mandate and staff will present a reflectiveness document with all PC members and what categories they fit into.
5. We reviewed 2 applications where attendance requirements were met. These applicants were approved and will be moved to the Planning Council for final approval. **VOTE**

Chris Cole made a motion to accept the Planning Council applications of Clara Johnson and Marco Castro who have met their attendance requirements.

**For: (11):** Ardila, Bowens, Chaux, Cole, Datcher, Gainer, Namias, Ricciardelli, Spencer, Webster, Weeks  
**Against: (0)**  
**Abstain: (0)**

Staff will send a request for appointment to the Mayor's office.

6. We determined the PC trainings, in June we'll present a Resource Allocation training and August we'll present a summary of the PSRA outcomes.
7. Our next meeting will be held on Friday, August 13, 2023 in person at Burroughs Community Center and via Zoom as well.

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

Tom Butcher gave the report.

1. HRSA reports are due this month and we're on track to submit them.
2. There could be changes in our administrative budget due to a union vote, there will be more information coming up.

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**(8.0) New/Old Business**

**Planning Council Training** – Chris Cole presented an Overview of the Resource Allocation process. This included roles and responsibilities, an outline of the process, examples of the final report and examples of the final report broken out by core and support services.

**(9.0) Regional Updates**

There are no regional 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 1:58pm

**Attendance Record – 2023**

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

Guests: Nitza Agosta, Nida Butt, Merceditas Villanueva, Jamelia Beckford, Jean Brown, Clara Johnson, Keith Taylor, Kenny McCormick, Keishla Marrero