

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, September 15, 2023
Start Time: 12:00 pm
End Time: 1:15 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 11, 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, August 15, 2023 at 10am

(4.0) Community Input

There was none.

(5.0) Approval of the August 11, 2023, Meeting Minutes.

A motion to approve the August 11, 2023 meeting minutes was made by Roberta Stewart and seconded by Joanne Montgomery.

For: (15): Ardila, Castro, Chaux, Cole, Datcher, Gainer, Johnson, Johns, Namias, Radocchia, Ricciardelli, Santella, Spencer, Stewart, Webster

Against: (0)

Abstain: (3) McNeil, Montgomery, Weeks

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Here is a summary of our meeting that was held on September 7, 2023:

1. We voted on and approved the meeting minutes from June 1, 2023, August 1, 2023 and August 3, 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 PSRA process and feedback for next year. We also began talking about the datasets we would like to use for the process as well.
4. Service units were brought up in CAREWare and we will review these at next month's meeting.
5. We began looking into the Intensive Medical Case Management service and staff will be working with regions to determine the efficacy of this process.
6. We began outlining how to best evaluate the regional system of our EMA and an ADHOC work group will be formed to begin this process.

Roberta Stewart & Chris Cole, Co-Chairs

7. Our next meeting will be held on October 5, 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 today on September 15, 2023.

1. We voted on and approved the meeting minutes from August 11, 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. Staff reviewed the attendance for all Planning Council members. We have 2 Planning Council members who will be removed from the Planning Council due to excessive absences if they do not attend meetings today.
4. Gigi reviewed all Planning Council feedback and there was a question asking if clients who are attending meetings could receive more than 1 \$10 gift card for each meeting they attend and staff will look into the budget for that.
5. We reviewed our HRSA reflectiveness mandate and discussed the 2 areas that are in need of representation and we're working on that.
6. We reviewed 1 application where attendance requirements were met. This application was discussed and will be reviewed again next month.
7. Our next meeting will be held on Friday, October 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. The carryover request has been submitted to HRSA.
2. The NCC is due in October and will be submitted at that time.
3. There are 3 request for proposals that are currently in process: planning council support, clinical quality consultant and regional service delivery system.

(8.0) New/Old Business

- **Planning Council Training** – Rich Radocchia presented a training on the Assessment of the Efficiency of the Administrative Mechanism process. This included the following:
 1. What is the AEAM?
 2. The legislative process.
 3. The Planning Council's role.
 4. How the Planning Council does this.
 5. Topics included in the survey tool.

(9.0) Regional Updates

Each region reported on what they are doing in their regions to address data integrity.

(10.0) Community Input

There was none

(11.0) Announcements

- There were none

Roberta Stewart & Chris Cole, Co-Chairs

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

Guests: Nitza Agosta, Nida Butt, Mercedes Villanueva, Jean Brown, Keith Taylor, Johana Cruz, Laura Adams