

### Planning Council Meeting Minutes

**Meeting Date:** Friday, January 13, 2023  
**Start Time:** 12:01 pm  
**End Time:** 1:21 pm  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of November 4, 2022, Meeting Minutes

#### (1.0) Moment of Silence

Roberta called the meeting to order at 12:01 p.m. 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, January 20, 2023, at 10:00am – 11:00am.

#### (4.0) Community Input

There was none

#### (5.0) Approval of the November 3, 2022, Meeting Minutes

A motion to approve the November 3, 2022, a motion was made by Joanne Montgomery and seconded by Ken Flyte.

**For: (7):** Ardila, Datcher, Flyte, Namias, Santella, Spencer, Stewart

**Against: (0)**

**Abstain: (2)** Montgomery, Radocchia

#### (6.0) Planning Council Committee Reports

##### Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

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

1. We voted on and approved the meeting minutes from November 3, 2022.
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 have put a data request into the Recipient's office to look into Women's healthcare in our EMA. We'll have that data back from Arvil for next month's meeting. Staff is also going to look into updating our Aged needs assessment and talk to John Sapero who is working on new methodology for this.
4. We discussed the Directives, ByLaws, the Policy & Procedure manual and scope of work for next year and determined that with combining SPA & QI committees, we would need to move this to next month after the Executive committee discusses the details.

*Roberta Stewart & Chris Cole, Co-Chairs*

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Quality Improvement

Anthony Santella gave the following report:

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

1. We approved the meeting minutes from November 3, 2022.
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.

Membership/Finance

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, January 13, 2023:

1. We approved the minutes from the November 4, 2022, meeting.
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 are working out different strategies to attract new members as we've lost members due to excessive absences regardless of all efforts on our parts to re-engage them. We will be holding regional Zoom meetings in attempts to engage more members.
5. We reviewed 2 new applications and the applicants have been invited into the membership process.
6. We reviewed the Planning Council meeting feedback from November 4<sup>th</sup> and feedback was favorable.
7. Our next meetings will be held on Friday, February 10, 2023. We will be in person at Burroughs Community Center and via Zoom as well.

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

- Award letters were sent to each regional lead on January 10, 2023, based on the percentage of service category allocations set by the Planning Council during its PSRA process in 2022. We used the estimate of FY 2023 formula funds provided by HRSA (~\$3.1 million). We initiated the contractual process well in advance of the fiscal year to comply with the site visit finding that contracts be executed within 45-days of the federal award.
- Budgets, Scopes of Work, insurance certificates and all other documents required by the City of New Haven are due to the Recipient on January 24, 2023 for review and approval. Once approved, all moves to the "Request for Agreement" phase. Numerous city departments must approve and move the paperwork forward until it is approved by the Corporation Counsel's Office, sent for signature by the regional leads then returned for the mayor's signature.
- Data refinement continues for the Ryan White Services Report for submission in March. The Data processing Coordinator is also working on data requests to support the Planning Council and our CQM program.

**(8.0) New/Old Business**

- **Planning Council Training** – The Planning Council held a Town Hall for all clients attending this meeting either in person or at a regional Zoom location. Questions regarding services, agencies and the Planning Council were asked and answered.

**(9.0) Regional Updates**

There were none

*Roberta Stewart & Chris Cole, Co-Chairs*

**(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 2:00pm

**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									
2.	Samuel Bowens	A									
3.	Gigi Chaux	A									
4.	<i>Christopher Cole PC Co-Chair</i>	A									
5.	Brian Datcher	X									
6.	Ken Flyte	X									
7.	Joanne Montgomery	X									
8.	Mitchell Namias	X									
9.	Katarzyna Olechowska	A									
10.	Richard Radocchia	X									
11.	Anthony Santella	X									
12.	Carolyn Spencer	X									
13.	<i>Roberta Stewart PC Co-Chair</i>	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	69%									

Jamelia Beckford, Sofia Swaby, Nitza Agosto, Kathy Jennings, Liam Wallace, Andre Campos, Alyssa Perry, Guisella Acquire, Grant Patterson, Merceditas Villanueva, Wallace Daniels, Evelyn Martinez, Migdalia Garcia, Karina Danvers