
Planning Council Meeting Minutes

Meeting Date: Friday, May 12, 2023
Start Time: 12:00 pm
End Time: 1:21 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Thomas Schucker

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, May 23, 2023, at 2:00pm – 3:00pm.

(4.0) Community Input

There was none.

(5.0) Approval of the April 14, 2023, Meeting Minutes.

A motion to approve the April 14, 2023 meeting minutes was made by Joanne Montgomery and seconded by Mitchell Namias

For: (12): Bowens, Chaux, Cole, Daniels, Datcher, Montgomery, Namias, Radocchia, Santella, Spencer, Webster, Weeks

Against: (0)

Abstain: (1) Ardila

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISP)

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on May 4, 2023:

1. We voted on and approved the meeting minutes from April 6, 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 our current needs assessments and reviewed the following:
 - a. Data requested to DPH – we have not received this yet and Anthony is following up on this.
 - b. We reviewed the draft survey that staff prepared on prioritizing ALL service categories and had a lengthy discussion. It was decided that staff will coordinate a consumer forum in each region and meet with case managers as well as consumers to discuss ALL service categories offered by the Ryan White Program to help prioritize these in the upcoming priority setting process.

Roberta Stewart & Chris Cole, Co-Chairs

- c. Andy presented the data results for the WOC of childbearing age and it was determined that we would not use this as a dataset
- d. We also decided that we will not use the GY2022 service utilization report as a dataset either.
4. We also discussed the methodology during the resource allocation process as it relates to either increasing or decreasing the various percentages in order to arrive at the maximum ask allowed by HRSA. We will continue to discuss this next month and finalize this process before the GY2024 PSRA process.
5. We added an item to the parking lot – Evaluate the effectiveness of the intensive medical case management service.
6. Our next meeting will be held on Thursday, June 1, 2023 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held today, May 12, 2023:

1. We approved the minutes from the April 14, 2023 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 have invited 4 new applicants into the membership application process.
5. We reviewed the Planning Council meeting feedback from April 14th and feedback was favorable.
6. Our next meetings will be held on Friday, June 9, 2023. We will be in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the report.

1. FY2022 progress report is due to HRSA at the end of May.
2. After all interviews for the quality manager position, there are now 2 finalists who have final interviews in these upcoming weeks.
3. There may be a significant impact to the Planning Council budget due to the union that the Ryan White Office staff belongs to and an upcoming vote they are having. More details to come.

(8.0) New/Old Business

Planning Council Training – Staff Presented an Overview of the Priority Setting Process. This included the following:

- The roles and responsibilities of all stakeholders.
- The PSRA process, an overview.
- Several examples of the priority setting process from past years.

(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

Roberta Stewart & Chris Cole, Co-Chairs

(12.0) Parking Lot Items

There are none

(13.0) Adjournment - The meeting adjourned at 1:21pm

Attendance Record – 2023

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

Guests: Christopher Johns, Nitza Agosta, Nida Butt, Merceditas Villanueva, Jamelia Beckford, Jean Brown, Clunie Jean-Baptiste, Clara Johnson