

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, April 14, 2023
Start Time: 12:00 pm
End Time: 1:52 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the February 10, 2023, Meeting Minutes
- Approval of Minutes from the March 10, 2023, Meeting Minutes

(1.0) Moment of Silence

Roberta 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.

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 Thursday, April 27, 2023, at 1:00pm – 2:00pm.

(4.0) Community Input

There was none.

(5.0) Approval of the February 10, 2023, Meeting Minutes and March 10, 2023 Meeting Minutes

A motion to approve the February 10, 2023 and March 10, 2023 meeting minutes was made by Joanne Montgomery and seconded by Gigi Chaux

For: (10): Cole, Daniels, Datcher, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Spencer, Stewart

Against: (0)

Abstain: (6) Bowens, Chaux, Gainer, McNeil, Webster, Weeks

(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 April 6, 2023:

1. We voted on and approved the meeting minutes from March 2, 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 upcoming needs assessments. Staff will send a data request to the Recipient's office for an entire data dump of the CAREWare system and from here we will ask Andy McCracken, who is the director of data analytics for Collaborative Research to use this information and zero in on several areas of interest for us.
4. We are preparing for our upcoming PSRA (Priority Setting and Resource Allocation Process):
 - a. Staff will prepare a summary of the allocation methodology for each service category from last year.

Roberta Stewart & Chris Cole, Co-Chairs

- b. We will also look at 5 years of historical data from client utilization and other funding sources that are still available to our clients.
- c. Staff will also send the last N/A survey for newly diagnosed clients to the co-chairs of this committee and they will help to coordinate this N/A throughout the EMA
5. We have 2 items in the parking lot: Sara will meet with Inthiany and Gigi to review the MCM client intake packet, there are some concerns to look into. Also, we are looking at how to best evaluate the EMA's regional systems.
6. Our next meeting will be held on Thursday, May 4, 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, April 14, 2023:

1. We approved the minutes from the March 10, 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 2 applicants who are in the process of completing their attendance requirements.
5. We reviewed the Planning Council meeting feedback from March 10th and feedback was favorable.
6. Our next meetings will be held on Friday, May 12, 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. The final award has not yet come out but we should be hearing very soon.
2. 2 contracts are still with the Mayor waiting for approval.
3. The 3 regions who have their approved contacts will have their invoices paid on time.
4. Interviews for the quality management manager are going well. We have 4 applicants and then we'll move to a final 2 for another of interviews.

(8.0) New/Old Business

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

- Why do we have a monitoring process?
- Who is responsible?
- Steps in the process.

(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 1:52pm

Attendance Record – 2023

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

Guests: Anthony Miller, Christopher Johns, Keith Taylor, Migdalia Garcia, Nitza Agosta, Nida Butt, Merceditas Villanueva, Tracy Ellis, Jamelia Beckford, Makayla Dawkins, Kathy Jennings