

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, August 11, 2023
Start Time: 12:00 pm
End Time: 1:58 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the Jun 9, 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 Tuesday, August 15, 2023 at 10am

(4.0) Community Input

There was none.

(5.0) Approval of the June 9, 2023, Meeting Minutes.

A motion to approve the June 9, 2023 meeting minutes was made by Gigi Chaux and seconded by Chris Cole

For: (8): Ardila, Castro, Chaux, Cole, Datcher, Namias, Spencer, Webster

Against: (0)

Abstain: (7) Daniels, Gainer, Johnson, Radocchia, Ricciardelli, Santella, Stewart

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISP)

Anthony Santella gave a summary of our meetings for our PSRA process meetings that were held on August 1st and August 3rd, 2023. The summary included the following:

1. The datasets we reviewed for the priority setting process.
2. The outcome of using those datasets and weighting process.
3. The final ranking of all 28 services categories based on that data.
4. The resource allocation process rationale for all funded service categories.
5. The final resource allocation spreadsheet based on that rationale.

Roberta Stewart made a motion to approve the outcomes of the Priority Setting and Resource Allocation process.

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

Against: (0)

Abstain: (0)

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Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today on August 11, 2023.

1. We voted on and approved the meeting minutes from June 9, 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 discussed the 2 areas that are in need of representation and we're working on that.
5. The Recipient's office presented the carryover request of \$20,003 and we voted to use that money for food cards divided evenly among the 5 regions. **VOTE**

Roberta Stewart made a motion to approve the carryover request of \$20,003 to be used for food cards divided evenly among the 5 regions.

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

Against: (0)

Abstain: (0)

6. We reviewed 1 application where attendance requirements were met. This application was approved and will be moved to the Planning Council for final approval. **VOTE**

Rich Radocchia made a motion to accept the Planning Council application Christopher Johns who has met his attendance requirements.

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

Against: (0)

Abstain: (0)

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

7. Our next meeting will be held on Friday, September 15, 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 will be submitted to HRSA and the money should be coming in around November.
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 – this was presented under the PSRA summary of outcomes. This time was used to debrief about the priority setting and resource allocation process.

1. The preparation by CR staff was very good.
2. The energy throughout the process was very positive.
3. The process was explained and went slowly for everyone to stay informed.
4. We need to prepare the data sooner i.e. Behavioral health, substance use disorder, etc.
5. The In Care N/A is getting old and we need to focus on another large dataset.
6. The schedule of meetings was discussed, and various feedback was heard. Ultimately, it was decided that doing it all in 1 day was too much. We'll keep the 2-day format.
7. The weighting of the datasets should be looked at.

(9.0) Regional Updates

There are no regional updates at this time. We discussed this item and we're going to ask the regions to report on what they are doing in their regions that address data integrity.

(10.0) Community Input

There was none

(11.0) Announcements

- Jean Brown will send announcements to staff.

(12.0) Parking Lot Items

There are none

(13.0) Adjournment - The meeting adjourned at 1:34pm

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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			
2.	Samuel Bowens	A	A	A	X	X	X	A			
3.	Marcos Castro	-	-	-	-	-	-	X			
4.	Gigi Chaux	A	X	A	X	X	X	X			
5.	<i>Christopher Cole PC Co-Chair</i>	A	X	X	X	X	X	X			
6.	Wallace Daniels	-	-	X	X	X	A	X			
7.	Brian Datcher	X	A	X	X	X	X	X			
8.	Kimberly Fair	-	-	-	A	A	A	A			
9.	Kisha Gainer	-	-	-	X	A	X	X			
10.	Clara Johnson	-	-	-	-	-	-	X			
11.	Gloria McNeil	-	-	-	X	A	A	A			
12.	Joanne Montgomery	X	X	X	X	X	A	A			
13.	Mitchell Namias	X	X	X	X	X	X	X			
14.	Richard Radocchia	X	A	X	X	X	A	X			
15.	Carmella Ricciardelli	-	-	X	X	A	X	X			
16.	Anthony Santella	X	X	X	X	X	A	X			
17.	Carolyn Spencer	X	A	X	X	X	X	X			
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	A	A	X			
19.	Lisa Weeks	-	-	-	X	X	X	A			
20.	Tracy Webster	-	-	-	X	X	X	X			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	69%	58%	85%	89%	72%	61%	75%			

Guests: Nitza Agosta, Nida Butt, Merceditas Villanueva, Jamelia Beckford, Jean Brown, Keith Taylor, Keishla Marrero, Christopher Johns