

Planning Council Meeting Minutes

Meeting Date: Friday, May 10, 2024
Start Time: 12:00 pm
End Time: 1:24 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the April 12, 2024, 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 May 21st at 10am.
- We will be having our Priority Setting meeting on Tuesday, July 30th and our Resource Allocation meeting on Thursday, August 1st.

(4.0) Community Input

A community member suggested that staff create a document that will have commonly used terms and acronyms listed and defined to give attendees a better understanding of what is being discussed. Staff will begin developing that.

(5.0) Approval of the April 12, 2024, Meeting Minutes.

A motion to approve the April 12, 2024 meeting minutes was made by Roberta Stewart and seconded by Gigi Chaux.

For: (9): Castro, Cole, Johns, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Stewart

Against: (0)

Abstain: (2) Chaux, Santella

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on May 2, 2024:

1. We voted on and approved the meeting minutes from April 4, 2024.
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 datasets we will use for next year's PSRA process:
 - a. Behavioral Health – Staff updated us on their progress, and they will be meeting once a month moving forward.

Roberta Stewart & Chris Cole, Co-Chairs

- b. Large Comprehensive In Care Needs Assessment – Staff gave an update on how many surveys have been completed throughout the EMA.
 - c. 5 Community Forums, 1 for each region – Staff presented the findings from the survey questions from all community forums.
 - d. Unduplicated client count by service category by region was presented and we discussed how to further analyze this data. – regions were send their information to review and we uncovered some data integrity issues that are being addressed by the Recipient’s office.
4. Dustin Pawlow attended our meeting to discuss the data received from CT DPH and answer any questions. Ultimately it was decided that he’ll come back next month with a user-friendly presentation of all of the data.
5. We also reviewed all the possible datasets for our upcoming PSRA process and approved the following:
- a. 2024 In Care Needs Assessment
 - b. 2023 ALL Services Needs Assessment
 - c. 2023 Newly Diagnosed Needs Assessment
 - d. 2022 Late to Care Needs Assessment
 - e. 2022 Behavioral Health
 - f. 2021 Non-Virally Suppressed Needs Assessment – possibly update this one
 - g. GY2023 Service Utilization Data
6. Our next meeting will be held on June 6, 2024 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:

7. We voted on and approved the meeting minutes from April 12, 2024.
 8. 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.
 9. We discussed the following topics:
 - a. We reviewed the reflectiveness documents and we’re working on finding representation in the following areas – local public health agencies, hospital planning or health-care planning agencies and state Medicaid agencies.
 - b. We reviewed the PC feedback from April 12, 2024 and all feedback was favorable.
 - c. We reviewed 3 applications where the attendance requirements have been met and these were approved: **VOTE:**
Chris Cole made a motion to approve all 3 new applications where attendance requirements have been met for Libra Davis, Doris McCullough and Mara Bigby.
- For: (11):** Castro, Chaux, Cole, Johns, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella Stewart
Against: (0)
Abstain: (0)
- d. We reviewed attendance and most members are doing well. We had to remove 2 members due to excessive absences.
 - e. We decided to do a training on the Priority Setting Process in May.
10. Our next meeting will be held on May 10, 2024 in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the report.

1. The full award should be coming during May so we're hoping we'll get that any day now.
2. Ella has done her 'Achieving CQM Excellence' workshop with all 5 regions and it's been a huge success.

(8.0) New/Old Business

- **Planning Council Training** – Anthony Santella presented a training on the priority setting process and it included the following:
 1. Roles and responsibilities of the Planning Council
 2. Priority setting steps
 3. An example of the GY2023 process was explained.

(9.0) Community Input

A community member expressed concern that their comments from last month's meeting were not reflected in the minutes and this was discussed.

(10.0) Announcements

- CHPC is meeting virtually on Wednesday May 15th from 9 – 11am.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 1:33pm

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record – 2024

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	A					
2.	Marco Castro	X	X	X	X	X					
3.	Gigi Chaux	X	X	X	A	X					
4.	<i>Christopher Cole PC Co-Chair</i>	X	A	X	X	X					
5.	Wallace Daniels	A	A	A	A	A					
6.	Brian Datcher	X	X	X	X	A					
7.	Kisha Gainer	A	X	A	A	A					
8.	Christopher Johns	X	X	X	X	X					
9.	Clara Johnson	A	X	X	X	A					
10.	Gloria McNeil	X	X	X	X	X					
11.	Joanne Montgomery	X	X	X	X	X					
12.	Mitchell Namias	X	X	X	X	X					
13.	Richard Radocchia	A	X	X	X	X					
14.	Carmella Ricciardelli	X	X	X	X	X					
15.	Anthony Santella	X	X	X	A	X					
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X					
17.	Lisa Weeks	A	A	X	X	A					
18.	Tracy Webster	A	A	A	A	A					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Council present:	67%	78%	83%	67%	61%					

Guests: Kelly Wright, Jean Brown, Jamelia Beckford, Denese Smith Monroe, Migdalia Garcia, Maria Bigsby, Keith Taylor, Nitza Agosto, Afrika Hinds, Alyssa Perry, Libra Davis, Doris McCullough, Dorothy Cohen, Merceditas Villanueva, Jackie Robertson