

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, January 12, 2024
Start Time: 12:00 pm
End Time: 1:06 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 3, 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 Friday, January 26, 2024 at 11am.
- 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

There was none.

(5.0) Approval of the November 3, 2023, Meeting Minutes.

A motion to approve the November 3, 2023 meeting minutes was made by Joanne Montgomery and seconded by Gigi Chaux.

For: (9): Ardila, Chaux, Datcher, Johns, McNeil, Montgomery, Ricciardelli, Santella, Stewart

Against: (0)

Abstain: (3) Castro, Cole, Namias

(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 January 5, 2024:

1. We voted on and approved the meeting minutes from November 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 the datasets we will use for next year's PSRA process:
 - a. Behavioral Health – Robert Heimer will be at February meeting
 - b. Large Comprehensive Needs Assessment – we'll do our own
 - c. 5 Community Forums, 1 for each region – Staff gave an update on the progress of these.
 - d. Regional Utilization, Expenditures and Units of Service – Data request to Recipient's office regarding Housing and Substance Abuse Inpatient Service Categories to further evaluate their expenditures.

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- e. IMCM – Staff presented the monitoring results of the IMCM service.
4. We reviewed the current directives to the Recipient’s office and will continue to look at these next month.
5. We also reviewed our PCAT for next grant year and made updates where necessary.
6. Our next meeting will be held on February 1st, 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 on January 12, 2024

1. We voted on and approved the meeting minutes from November 3, 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 feedback from the November meeting, there was great feedback.
4. We reviewed a renewal Planning Council application, this was approved:

Gigi Chaux made a motion to approve the renewal application of Brian Datcher.

For: (12): Ardila, Castro, Chaux, Cole, Datcher, Johns, McNeil, Montgomery, Namias, Santella, Stewart, Ricciardelli

Against: (0)

Abstain: (0)

5. We also reviewed attendance, and everyone is in good standing.
6. We reviewed our reflectiveness, and we are missing representation in 3 categories and we’re working on these each month.
7. Our next meeting will be held on Friday, February 9, 2024, at Burroughs Community Center and via Zoom as well.

(7.0) Recipient’s Office Report

Tom Butcher gave the report.

1. The RFP for PC Support is due on 2/23/24. Members of the EC will help to review those proposals.
2. Next week he’ll be out in all regions for the site visit results with Thomas and Deryk from CR.
3. Our project officer wanted the name of a PC member with HIV to attend the Ryan White Conference in August and a member was discussed and will be invited personally by Tom.

(8.0) New/Old Business

- **Planning Council Training** – Gigi Chaux presented a training on all services funded in the EMA. This training included the following:
 1. An explanation of what core and support services are.
 2. Each service explained in easy-to-understand terms.

(9.0) Regional Updates

Region 1: None
Region 2: None
Region 3: None
Region 4: None
Region 5: None

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(10.0) Community Input

There was none

(11.0) Announcements

- Mitchell announced that there will be a 4 part training series happening on Tuesdays presented by the New England Aids Education and Training center and registration is on their website.
- Jean announced that they having a virtual conversation and on Facebook live as well for a day of virtual healing.

(12.0) Parking Lot Items

There are none

(13.0) Adjournment - The meeting adjourned at 1: 06pm

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Attendance Record – 2024

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

Guests: Nitza Agosta, Jean Brown, Jamelia Beckford, Denese Smith Monroe, Sofia Swaby, Clunie Jean Baptiste, Ramona Santos, Jen LoSchiavo, Michael Virata, Africka Hinks, Michelle Mitchell, Nida Butt