

#### Roberta Stewart & Chris Cole, Co-Chairs

### **Planning Council Meeting Minutes**

Meeting Date: Friday, September 15, 2023

Start Time: 12:00 pm End Time: 1:15 pm

**Location:** Burroughs Community Center & Zoom Teleconference

**Presiding Chair:** Chris Cole **Recorder:** Sara Seaburg

### **Summary of Committee Business Votes**

Approval of Minutes from the August 11, 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 Tuesday, August 15, 2023 at 10am

#### (4.0) Community Input

There was none.

## (5.0) Approval of the August 11, 2023, Meeting Minutes.

A motion to approve the August 11, 2023 meeting minutes was made by Roberta Stewart and seconded by Joanne Montgomery.

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

Against: (0)

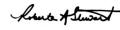
Abstain: (3) McNeil, Montgomery, Weeks

## (6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Here is a summary of our meeting that was held on September 7, 2023:

- 1. We voted on and approved the meeting minutes from June 1, 2023, August 1, 2023 and August 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 discussed the PSRA process and feedback for next year. We also began talking about the datasets we would like to use for the process as well.
- 4. Service units were brought up in CAREWare and we will review these at next month's meeting.
- 5. We began looking into the Intensive Medical Case Management service and staff will be working with regions to determine the efficacy of this process.
- 6. We began outlining how to best evaluate the regional system of our EMA and an ADHOC work group will be formed to begin this process.









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7. Our next meeting will be held on October 5, 2023 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 on September 15, 2023.

- 1. We voted on and approved the meeting minutes from August 11, 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. Staff reviewed the attendance for all Planning Council members. We have 2 Planning Council members who will be removed from the Planning Council due to excessive absences if they do not attend meetings today.
- 4. Gigi reviewed all Planning Council feedback and there was a question asking if clients who are attending meetings could receive more than 1 \$10 gift card for each meeting they attend and staff will look into the budget for that.
- 5. We reviewed our HRSA reflectiveness mandate and discussed the 2 areas that are in need of representation and we're working on that.
- 6. We reviewed 1 application where attendance requirements were met. This application was discussed and will be reviewed again next month.
- 7. Our next meeting will be held on Friday, October 13, 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 has been submitted to HRSA.
- 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** Rich Radocchia presented a training on the Assessment of the Efficiency of the Administrative Mechanism process. This included the following:
  - 1. What is the AEAM?
  - 2. The legislative process.
  - 3. The Planning Council's role.
  - 4. How the Planning Council does this.
  - 5. Topics included in the survey tool.

# (9.0) Regional Updates

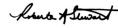
Each region reported on what they are doing in their regions to address data integrity.

## (10.0) Community Input

There was none

# (11.0) Announcements

There were none



Roberta Stewart





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# (12.0) Parking Lot Items

There are none

# (13.0) Adjournment - The meeting adjourned at 1:15pm

# Attendance Record - 2023

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	Х	Х	Х	Α	Х	Х	Х	Х		
2.	Marco Castro	-	1	-	ı	-	-	Χ	Χ		
3.	Gigi Chaux	Α	Χ	Α	Χ	X	Х	Χ	Х		
4.	Christopher Cole PC Co-Chair	Α	Χ	Х	Х	Х	Х	Χ	Х		
5.	Wallace Daniels	-	ı	Х	X	Х	Α	Χ	Α		
6.	Brian Datcher	Χ	Α	Χ	Χ	Х	Х	Х	Χ		
7.	Kisha Gainer	-	-	-	Χ	Α	Х	Х	Х		
8.	Christopher Johns	-	-	-	-	-	-	-	Х		
9.	Clara Johnson	-	-	-	-	-	-	Χ	Х		
10.	Gloria McNeil	-	-	-	Х	Α	Α	Α	Х		
11.	Joanne Montgomery	Х	Χ	Х	Х	Х	Α	Α	Х		
12.	Mitchell Namias	Х	Χ	Х	Х	Х	Х	Χ	Х		
13.	Richard Radocchia	Х	Α	Х	Х	Х	Α	Χ	Х		
14.	Carmella Ricciardelli	-	-	Х	Х	Α	Х	Χ	Х		
15.	Anthony Santella	Х	Χ	Х	Х	Х	Α	Χ	Х		
16.	Carolyn Spencer	Х	Α	Х	Х	Х	Х	Χ	Х		
17.	Roberta Stewart PC Co-Chair	Х	Χ	Х	Х	Α	Α	Χ	Х		
18.	Lisa Weeks	-	-	-	Х	Х	Х	Α	Х		
19.	Tracy Webster	-	•	-	Х	Х	Х	Х	Х	_	
	Ryan White Office	Х	Χ	Х	Х	Х	Х	Х	Х		
	Planning Council Staff	Х	Х	Х	Х	Х	Х	Х	Х		
	% of Council present:	69%	58%	85%	89%	72%	61%	75%	95%		

Guests: Nitza Agosta, Nida Butt, Merceditas Villanueva, Jean Brown, Keith Taylor, Johana Cruz, Laura Adams





