

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, September 13, 2024
Start Time: 12:00 pm
End Time: 1:20 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 14, 2024, Meeting Minutes
- Approval of 2 Planning Council Applicants

(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

There was none

(4.0) Community Input

There was none

(5.0) Approval of the June 14, 2024, Meeting Minutes.

A motion to approve the June 14, 2024 meeting minutes was made by Joanne Montgomery and seconded by Inthiany Ardila.

For: (10): Ardila, Bigby, Datcher, Johns, Johnson, McNeil, Montgomery, Namias, Radocchia, Ricciardelli

Against: (0)

Abstain: (5) Chaux, Cole, Davis, McCullough, Weeks

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Mitchell Namias gave the following report:

1. Here is a summary of our meeting that was held on September 5, 2024:
2. We voted on and approved the meeting minutes from June 14, 2024.
3. 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.
4. We discussed the PSRA process and areas of improvement that can be made. Staff presented a summary report of the process and updated this based on feedback received.
5. Dustin Pawlow presented the data request from DPH and we voted on and approved the following priority populations based on this data. VOTE
 - Women of color

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- MSM of color
 - Transgender people of color
6. We discussed service standards and service category definitions. Tom will reach out to all regions to identify discrepancies in entering service category 'units of service' in CAREWare and will work with Arvil to create a document that specifically identifies a unit of service for each service category.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on September 13, 2024:

1. We voted on and approved the meeting minutes from June 14, 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 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. We currently have an application in process for the State Medicaid Agency.
 - b. We reviewed the PC feedback from June 14, 2024 and both PSRA meetings. There were concerns about attendees' behavior and not feeling comfortable speaking out. This was discussed in M/F as well as the PC meeting and we are working towards improving these areas.
 - c. We approved 2 new applications and reviewed/invited one new applicant into the membership application process. VOTE:
Chris Cole made a motion to approve the 2 Planning Council applications where attendance requirements have been met:

For: (15): Ardila, Bigby, Chaux, Cole, Datcher, Davis, Johns, Johnson, McCullough, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Weeks
Against: (0)
Abstain: (0)
 - d. We reviewed attendance and most members are doing well.
 - e. We decided to do a New Member Training that is interactive in October.
4. Our next meeting will be held on November 15, 2024 in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the following report:

1. They are working on contract amendments for the full 12 month award.
2. Contracts will be fully executed by October 1st.
3. The Health Department is working on the grant application and that will be submitted on 10/1 – there was a lengthy discussion following this as the grant writers are new to this grant application and many concerns were heard.

(8.0) New/Old Business

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- **Planning Council Training** – Joanne Montgomery presented a summary of the PSRA process and final outcomes. This included the following:
 1. Priority settings for GY2025
 2. Resource Allocation for GY2025
 3. RA Methodology for GY2025

(9.0) Community Input

There was none

(10.0) Announcements

- All announcements will be sent to staff for distribution.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 1:20pm

Attendance Record – 2024

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



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Guests: Jean Brown, Jamelia Beckford, Merceditas Villanueva, Latonya Latham, Sofia Swaby, Jennifer Alvarado, Jeremie Burdick, Lionel Thomas, Clunie Jean Baptiste, Ramona Santos, Suzette Davidson, Nitza Agosto, Unique Williams, Emily Serina, Marianne Buchelli, Laura Adams Kelly Wright

Certified by Planning Council Co-Chairs on October 11, 2024


Roberta Stewart


Chris Cole

