

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, April 9, 2021  
**Start Time:** 12:02 pm  
**End Time:** 1:38 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from March 12, 2021 meeting
- Approval of updated 2021 Directives
- Approval of Social Media Policy

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:02 p.m. 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**

There were none

**(4.0) Community Input**

There was none

**(5.0) Approval of the March 12, 2021 Meeting Minutes**

A motion to approve the March 12, 2021 minutes was made by Rich Radocchia and seconded by Joanne Montgomery.

**For: (10)** Chaux, Cisneros, Colbert, Cole, Flyte, Pitner, Montgomery, Namias, Radocchia, Teel

**Against: (0)**

**Abstain: (2)** Ardila, Stewart

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on April 1, 2021:

1. We voted on and approved the meeting minutes from March 4, 2021.
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 the MCM needs assessment survey and received feedback. The survey was updated and staff will send it out to all region leads and ask that 2 case managers from each region pilot this survey and send their feedback back to staff. Once this feedback is received, this will be presented at next month's meeting.

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4. We reviewed the updated reallocation portion of the Directives. There was some discussion and the updated Directives including this section were approved. **VOTE**

Roberta Stewart made a motion to accept the updated 2021 Directives and since it's coming from committee, does not require a second:

**For: (11)** Ardila, Chaux, Cisneros, Cole, Colbert, Flyte, Namias, Pittner, Raddocchia, Stewart, Teel

**Against: (0)**

**Abstain: (1)** Montgomery

5. Staff presented the Social Media Policy. There was a great deal of discussion surrounding this policy and it was approved. **VOTE**

Roberta Stewart made a motion to accept the Social Media Policy and since this is coming from committee, does not require a second:

**For: (9)** Ardila, Chaux, Cole, Colbert, Montgomery, Pitner, Raddocchia, Stewart, Teel

**Against: (2)** Cisneros, Flyte

**Abstain: (1)** Namias

6. We discussed the change in the FPL (federal poverty level) and how that could affect our clients. Jeff ran a cost analysis and presented this. There is going to be a meeting at the CT DPH to discuss this further and are still some unanswered questions so we will continue to discuss this next month.
7. Our next meeting will be held on Thursday, May 6, 2021 from 9:30am –12:00pm via Zoom video conference.

#### Quality Improvement Committee

David Colbert gave the following report:

Here is a summary of our meeting that was held on April 1, 2021:

1. We approved the meeting minutes from March 4, 2021.
2. We 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. Dionne Kotey shared the data from the Act Do Study Act activities from each region. Currently working on the EMA-wide CQM plan. This has to be reviewed annually to make sure that the goals from the last years plan were met. She also shared that the agendas that are now being used for the regional continuum meetings this has helped out a great deal to share information to all attendees. They are also working on collaborating with the Hartford TGA to help PLWH outside of our EMA reach viral suppression.
4. Our next meeting will be held on Thursday, May 6, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

#### Membership/Finance Committee

Rich Raddocchia gave the following report:

Here is a summary of our meeting that was held today, April 9, 2021:

1. We approved the minutes from the March 12, 2021 meeting.

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2. We reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month.
3. We reviewed all attendance and all attendance was reported accurately.
4. We analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 43%.
5. We reviewed the Planning Council meeting feedback from March 12<sup>th</sup> and feedback was favorable.
6. Today we'll be doing a 'New Member PC Training' and a 'Service Category' high level presentation in May.
7. The renewal membership application of Rich Radocchia was brought forward. **VOTE**

Roberta Stewart made a motion to accept the renewal membership application of Rich Radocchia and since it's coming from committee, does not require a second:

**For: (11)** Ardila, Chaux, Cisneros, Cole, Colbert, Flyte Montgomery, Namias, Pitner, Stewart, Teel

**Against: (0)**

**Abstain: (1)** Raddocchia

8. Our next meeting will be held on Thursday, May 14, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

**(7.0) Recipient's Office Report**

Tom Butcher gave the following report:

- The Recipient's office received the award last week and are calculating the allocations by service category.
- Award letters will be sent on Monday.
- Dionne looked at service projections by clients. The numbers are a three-year average from the Region Lead's CAREWare data of 2018, 2019 and 2020.

**(8.0) New/Old Business**

• **Update on 'In It to End It'**

John Sapero gave an update on 'In It to End It' and met with Nancy Kingwood to work with the Faith based community.

• **Planning Council Training**

Staff presented a training session on the Ryan White Program and the Ending the HIV Epidemic program. We covered the history, the purpose, and the basic demographics of these programs,

**(9.0) Regional Updates**

- **Region 1 (New Haven):** Dr. Villanueva shared that the committee will be meeting shortly after notice of award.
- **Region 2 (Waterbury):** Kathy Pitner shared that case managers are working from the office and they are a covid vaccine distribution site. They've officially distributed their 5,000<sup>th</sup> vaccination.

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- **Region 3 (Bridgeport):** Nancy Kingwood shared they are at 91% of expenditures compared with 47% expenditures for our last fiscal year. Still working with their partners to improve service quality and delivery. A series of cultural humility trainings will be coming up in April. Scheduling training now up to September.
- **Region 4 (Stamford/Norwalk):** Gigi Chaux shared that they are working on their consortium agenda. Working on clients getting the covid vaccine. Planning a Q&A session for clients regarding the vaccine.
- **Region 5 (Danbury):** Roberta Stewart shared that they are moving into new facility and setting up a vaccination clinic for clients.

**(10.0) Community Input**  
none

**(11.0) Announcements**  
Mitchell Namias shared that Part B will be releasing their update next month and moving to a region model similar to Part A. There will be an all subrecipient meeting this month.

**(12.0) Parking Lot Items**  
None

**(13.0) Adjournment** - The meeting adjourned at 1:38 pm

*Roberta Stewart & Chris Cole, Co-Chairs*

**Attendance Record – 2021**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	A	X						
2.	Gigi Chau	-	X	X	X						
3.	Max Cisneros	A	X	X	X						
4.	Cassandra Cokley	X	A	A	A						
5.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X						
6.	David Colbert	X	X	X	X						
7.	Loreen Cuiman	A	A	A	A						
8.	Brian Datcher	X	X	X	A						
9.	Armando Erba	X	X	X	A						
10.	Ken Flyte	X	X	X	X						
11.	Lisa Gluz	A	A	A	A						
12.	Robert James	A	A	A	A						
13.	Albana Lame	X	X	X	A						
14.	Ronald Montague	A	A	A	A						
15.	Joanne Montgomery	X	X	X	X						
16.	Mitchell Namias	X	A	X	X						
17.	Daniel Pettit	A	A	A	A						
18.	Kathy Pitner	A	A	X	X						
19.	Richard Radocchia	X	A	X	X						
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X						
21.	Charlotte Teel	X	X	X	X						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	62%	55%	62%	57%						

Guests: Charlene Lee, Clunie Jean-Baptiste, Krystle Moore, Merceditas Villanueva, Jamelia Beckford, Nitza Agosto, Stuart Lane, Paula Fener, Dante Gennaro, Trudy Tingle