

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, November 12, 2021  
**Start Time:** 12:02 pm  
**End Time:** 1:46 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of October 15, 2021, Meeting Minutes
- Approval of the FY2022 Directives approved at the 11/4 SPA meeting
- Approval of the updated Substance Abuse Inpatient, Outpatient and Mental Health service standards

**(1.0) Moment of Silence**

Chris 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.**

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 were none

**(4.0) Community Input**

None

**(5.0) Approval of the October 15, 2021, Meeting Minutes**

A motion to approve the October 15, 2021, minutes was made by Joanne Montgomery and seconded by Ken Flyte.

**For: (11)** Ardila, Chaux, Cokley, Colbert, Flyte, Lame, Montgomery, Pitner, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (2)** Cole, Gluz

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 3, 2021:

1. We voted on and approved the meeting minutes from October 7, 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. Staff presented the updated directives for 2022. These were approved and will be voted on during the PC meeting for final approval. **VOTE**

Chris Cole made a motion to approve the FY2022 Directives

**For: (12)** Ardila, Chaux, Cokley, Colbert, Cole, Flyte, Gluz, Lame, Pitner, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (1)** Montgomery

4. We discussed upcoming needs assessments and staff presented the Notice of Funding Opportunity Guidance based on what HRSA is requiring from our EMA. We will review this again in January to determine a needs assessment.
5. Unresolved parking lot issues: The Committee discussed putting policies and procedures in place for the Priority Settings and Resource Allocation process. The HRSA Guidance that was just released will be used to guide the work that drives the data for the Notice of Funding Opportunity.
6. Our next meeting will be held on Thursday, January 6, 2022 via Zoom Videoconference. There are no meetings in December.

#### Quality Improvement

David Colbert gave the following report:

Here is a summary of our meeting that was held on November 4, 2021:

1. We approved the meeting minutes from October 7, 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. We reviewed the following services standards and all updates were approved:
  - a. Substance abuse inpatient
  - b. Substance abuse outpatient
  - c. Mental health

These will be voted on for final approval at our PC meeting: **VOTE**

Chris Cole made a motion to approve the following updated service standards: substance abuse inpatient, substance outpatient and mental health

**For: (10)** Ardila, Chaux, Cokley, Cole, Flyte, Gluz, Lame, Pitner, Santella, Stewart

**Against: (0)**

**Abstain: (3)** Colbert, Montgomery, Radocchia

4. The next Quality Improvement committee meeting will take place on Thursday, January 6, 2022 via Zoom Video Conference. There are no meetings in December.

#### Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held today, November 12, 2021:

1. We approved the minutes from the October 15, 2021, meeting.
2. We reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month.
3. We will review the attendance next month and reach out to PC members who have excessive absences to help them with any barriers they may be having.
4. We will look more closely at the reflectiveness grid to determine upcoming changes based on membership.
5. We reviewed the Planning Council meeting feedback from October 15<sup>th</sup> and feedback was favorable.
6. We will be having an overview of Service Standards for January's training.
7. We reviewed and updated the Recruitment Plan and changes were approved Vote:

Chris Cole made a motion to accept the recruitment plan as presented

*Roberta Stewart & Chris Cole, Co-Chairs*

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**For: (10)** Ardila, Cokley, Cole, Flyte, Gluz, Lame, Montgomery, Pitner, Santella, Stewart

**Against: (0)**

**Abstain: (3)** Chaux, Colbert, Radocchia

8. Our next meeting will be held on Friday, January 14, 2022, from 10:30am – 11:30am via Zoom teleconference.

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

Tom Butcher gave the following report:

- Contract amendments are moving through the process and waiting for the Mayor's signature
- Carryover funds have been allocated

**(8.0) New/Old Business**

• **Update on 'In It to End It'**

John Sapero gave a training on this topic and included the free training series P3 and also included the plan development and goals.

• **Planning Council Training**

Staff presented a training on the updated New Haven & Fairfield Counties Ryan White Planning Council Website. This training included the following:

- a. An overview of the home page
- b. How visitors can find fund Ryan White services in their area
- c. Information about the Planning Council along with an application and meeting schedule.
- d. Important documents such as all service standards, service category definitions, MOU, etc.

**(9.0) Regional Updates**

- **Region 1 (New Haven):** Nothing new at this time and everything is going well.
- **Region 2 (Waterbury):** Nothing new at this time and everything is going well.
- **Region 3 (Bridgeport):** They will be meeting to prepare for World AIDS Day, and preparing for a black and white Gala in December.
- **Region 4 (Stamford/Norwalk):** Nothing new at this time and everything is going well. They are still looking for a new ICM.
- **Region 5 (Danbury):** Nothing new at this time and everything is going well.

**(10.0) Community Input**

There were none

**(11.0) Announcements**

There were none

**(12.0) Parking Lot Items**

None

**(13.0) Adjournment** - The meeting adjourned at 1:46pm

*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	X	X	X	X	X	X
2.	Gigi Chaux	-	X	X	X	X	X	X	X	X	X
3.	Max Cisneros	A	X	X	X	X	A	X	A	A	A
4.	Cassandra Cokley	X	A	A	A	X	X	A	A	X	X
5.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X	X	X	A	X	X	X
6.	David Colbert	X	X	X	X	X	X	X	X	X	X
7.	Brian Datcher	X	X	X	A	A	X	A	X	X	A
8.	Armando Erba	X	X	X	A	X	X	A	A	A	A
9.	Ken Flyte	X	X	X	X	X	X	X	X	X	X
10.	Lisa Gluz	A	A	A	A	A	X	A	X	A	X
11.	Robert James	A	A	A	A	A	A	A	A	A	A
12.	Albana Lame	X	X	X	A	X	X	X	X	X	X
13.	Ronald Montague	A	A	A	A	A	A	A	A	A	A
14.	Joanne Montgomery	X	X	X	X	A	X	X	A	X	X
15.	Mitchell Namias	X	A	X	X	X	X	X	A	A	A
16.	Daniel Pettit	A	A	A	A	A	A	A	A	A	A
17.	Kathy Pitner	A	A	X	X	X	X	A	X	X	X
18.	Richard Radocchia	X	A	X	X	X	X	X	X	X	X
19.	Anthony Santella	-	-	-	-	-	-	-	-	-	X
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X	X	X	X
21.	Charlotte Teel	X	X	X	X	X	X	X	X	X	A
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Council present:	62%	55%	62%	57%	67%	76%	52%	57%	62%	62%

Guests: Tequetta Valeriano, Clunie Jean-Baptiste, Krystle Moore, Ben Gertz, Jamelia Beckford, Jean Brown, Jen Loschiavo, Bennie Saldana, Merceditas Villanueva