

Planning Council Meeting Minutes

Meeting Date: Friday, January 8, 2021
Start Time: 12:04 pm
End Time: 1:46 pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Michael Koran

Summary of Committee Business Votes

- Minutes from November 13, 2020 meeting
- New Planning Council member application where attendance requirements were met.

(1.0) Moment of Silence

Chris called the meeting to order at 12:04 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

- Roberta announced that we are currently looking for a new co-chair for the Strategic Planning & Assessment committee.

(4.0) Community Input

There was none

(5.0) Approval of the November 13, 2020 Meeting Minutes

A motion to approve the November 13, 2020 minutes was made by Joanne Montgomery and seconded by Rich Radocchia.

For: (9) Ardila, Colbert, Flyte, Lame, Montgomery, Namias, Radocchia, Stewart, Teel

Against: (0)

Abstain: (4) Cokley, Cole, Datcher, Erba

(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 January 7, 2021:

1. We voted on and approved minutes from November 5, 2020.
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 need a co-chair for this committee and are looking for interested members.
1. We reviewed the updated non-virally suppressed needs assessment survey. We discussed several potential concerns with running reports to identify clients who are not virally suppressed. It was ultimately decided to ask each region lead to run the report in CAREWare for their agencies and also have Arvil in the Recipient's office run the same report for each

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region. Staff will compare the results to ensure accuracy before reaching out to clients. This process will allow us to review all data concerns.

4. We will look at the MCM Client Health Insurance Survey in March and have the results in time to use for the FY2022 PSRA (priority setting and resource allocation) process.
5. We reviewed the current by laws and policy and procedure manual. The by laws were approved to remain unchanged. We will update the policy and procedure manual to include sections on the MOU (memorandum of understand) and a social media policy and revisit this in February.
6. John Sapero gave an update on 'In It to End It' and the workshops he has facilitated throughout our EMA so far. He discussed the outcomes of those workshops. We will be having a Planning Council training on this today during our PC meeting.
7. We reviewed our scope of work for next year, the PCAT (Planning Council activity timeline) and made updates.
8. Our next meeting will be held on Thursday, February 4, 2021 from 9:30am –12:00pm via Zoom video conference.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 7, 2021:

1. We approved the meeting minutes from November 5, 2020.
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 scope of work for next year, the PCAT (Planning Council Activity Timeline) and made updates.
4. Dionne Kotey shared that the Part A office will work with the Create+Equity Collaborative which focuses on improving the viral suppression of patients experiencing unstable housing, substance use, mental health concerns, and barriers related to their age. She also presented the quarterly QI (quality improvement) update which detailed performance measure outcomes throughout the EMA. She will also be participating in the monthly PO (project office) calls moving forward.
5. Our next meeting will be held on Thursday, February 4, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, January 8, 2021:

1. We approved the minutes from the November 13, 2020 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 voted on and approved an application where attendance requirements had been met. Chris Cole made a motion to accept the application of Gigi Chaux who has met all of the attendance requirements and has been approved by the Membership/Finance Committee.

For: (13) Ardila, Cokley, Colbert, Cole, Datcher, Erba, Flyte, Lame, Montgomery, Namias, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

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4. We reviewed all attendance and all attendance was reported accurately.
5. 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%.
6. We reviewed the scope of work for next year, the PCAT (Planning Council Activity Timeline)
7. The Recipient's office presented the Quarterly Expenditure Report by Service Category.

(7.0) Recipient's Office Report

The Ryan White office reported the following:

- Site-visits have concluded, and Tom will be reading through those reports to finalize them before they are sent out to the providers.
- Arville is working on the Annual Ryan White Services Report.
- Dionne Cotey shared the CQM projects. (Create+Equity, QI visits, SWOT analysis on data integrity by region, Dream Big Workshop)

(8.0) New/Old Business

• **Update on 'In It to End It'**

John Sapero gave an update on 'In It to End It' and the workshops he has facilitated throughout our EMA so far. He discussed the outcomes of those workshops. We will be having a Planning Council training on this today.

• **Planning Council Training**

John Sapero presented on the 'In It to End It' campaign and it included the following:

1. Stakeholder Engagement Activities- HIV Stakeholders/Community Stakeholders
2. Social Media talks about HIV
3. Judgement for accessing HIV services, Trauma-inflicted care, conversations about things such as provider salaries and what the agencies are spending their money on.
4. Reimagining Sex Ed in schools, strategizing to maximize service delivery.

(9.0) Regional Updates

- **Region 1 (New Haven):** Ben Geertz and Ditas shared that two agencies received cares act funds and they are spent.
- **Region 2 (Waterbury):** Tom Butcher shared Kathy Pitner's report that Region 2 has around \$5,000 dollars left to spend.
- **Region 3 (Bridgeport):** Francesca shared that Region 3's covid funds have been spent down completely.
- **Region 4 (Stamford/Norwalk):** Gigi Chaux shared that Region 4 has spent down all of their Covid Cares funds. New APRN at Stamford Cares. Working on the RSR and Data Integrity.
- **Region 5 (Danbury):** Albana Lame reported that they have spent down all of their funds.

(10.0) Community Input

none

(11.0) Announcements

- Mitchell Namias shared that Part B created a 'Gaps in Care' survey on service delivery issues.
- On the 1/26^h there will be the second E2Connecticut training series.

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- Francesca shared a few events in the area and will send the details to Staff to forward.
- Rich wanted to announce that Crystal Meth Anonymous Connecticut has four meetings virtually every week.

(12.0) Parking Lot Items
None

(13.0) Adjournment - The meeting adjourned at 1:53 pm

Attendance Record – 2021

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

Guests: Lisa Muttiah, Dennis Torres, Ben Geertz, Jean Brown, Francesca Quettant, Gigi Chaux, Jamelia Beckford, Charlene Lee, Tequetta Valeriano, Krystle Moore, Merceditas Villanueva, Pat Kelly