

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, February 12, 2021  
**Start Time:** 12:10 pm  
**End Time:** 1:46 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Michael Koran

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**Summary of Committee Business Votes**

- Minutes from January 8, 2021 meeting
- Outpatient Ambulatory Health Services Service Category Definition
- FY2021 Directives
- 2021 By Laws

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:10 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**

- Roberta announced that we have named Mitchell Namias as the SPA Co-chair.

**(4.0) Community Input**

There was none

**(5.0) Approval of the January 8, 2021 Meeting Minutes**

A motion to approve the January 8, 2021 minutes was made by Joanne Montgomery and seconded by Ken Flyte.

**For: (10)** Ardila, Chaux, Cole, Colbert, Datcher, Erba, Flyte, Lame, Montgomery, Teel

**Against: (0)**

**Abstain: (2)** Cisneros, 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 February 4, 2021:

1. We voted on and approved minutes from January 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. We reviewed the updated non-virally suppressed needs assessment survey. Additional updates were made concerning language in the services areas.
4. We also discussed the MCM needs assessment. Staff will reach out to all regions and request they submit their top 10 questions that should be asked of medical case managers.

*Roberta Stewart & Chris Cole, Co-Chairs*

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These questions will be compiled and the survey will be presented for review at next month's meeting.

5. We reviewed the Outpatient Ambulatory Health Services service category definition and updates were made to include APRN, RN and LPN. **VOTE**

A motion was made to accept the updates to the Outpatient Ambulatory Health Services service category definition:

**For: (11)** Ardila, Chaux, Cisneros, Cole, Colbert, Datcher, Erba, Flyte, Lame, Stewart, Teel

**Against: (0)**

**Abstain: (1)** Montgomery

6. We reviewed the Health Insurance Premium/Cost Sharing Assistance service category definition to ensure its accuracy and after discussion, the decision was made to keep it as is. This will be transferred into the current service standard.

7. Jeff shared the updated 2021 Directives, and these were approved: **VOTE**

A motion was made to accept the FY2021 Directives:

**For: (11)** Ardila, Chaux, Cisneros, Cole, Colbert, Datcher, Erba, Flyte, Lame, Stewart, Teel

**Against: (0)**

**Abstain: (1)** Montgomery

8. We discussed the Attendance Policy in our current by-laws and after a discussion, it was decided to remove the language surrounding suspending this policy due to a declared state of emergency. Staff e-mailed the update bylaws out to all PC members on 2/4/2021 to review. **VOTE**

A motion was made to accept the updated bylaws:

**For: (10)** Ardila, Chaux, Cole, Colbert, Datcher, Erba, Flyte, Lame, Stewart, Teel

**Against: (0)**

**Abstain: (2)** Cisneros, Montgomery

9. Our next meeting will be held on Thursday, March 4, 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 February 4, 2021:

1. We approved the meeting minutes from January 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. Jeff presented the Site Visit Findings report for FY2019 which included all findings by region. Region 5 had no findings.
4. We reviewed the scope of work for next year, the PCAT (Planning Council Activity Timeline) and made updates to align with our MOU and these were approved.

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5. Dionne Kotey reported that the SWOT analysis on data integrity was presented at the Quality and Performance session during the local CHIPTS meeting. It was very well received and there may be an opportunity to present this to a much larger group. She also shared about the different PDSAs that are being done in each region. Arvil Alicea discussed the upcoming reports that he is working on and asked each region to begin working on their RSR reports.
6. Our next meeting will be held on Thursday, March 4, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

Membership/Finance Committee

Max Cisneros gave the following report:

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

1. We approved the minutes from the January 8, 2021 meeting.
2. We reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month.  
 We voted reviewed a new application and at this, we will not move this applicant into the process.
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. 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:

- Tom Butcher shared the recipients report. The jurisdiction only received a small partial award and is waiting to receive the rest of the award and hoping for a full award in the future.
- Reports on the Quality Improvement review are out to the leads of the Regions.
- Griffin Hospital Resident will be working with the Recipient's Office on a rapid start program in New Haven.
- The Recipient's office has received feedback from the regions on challenges using the CAREWare and the State's data entry system.
- Hartford and New Haven are working on a learning collaborative to work with non-virally suppressed clients.
- Dionne Kotey shared information about the results from the SWOT analysis that she has been working on. Found issues in STI screening rates dropping in certain regions.
- Dream Big leadership groups came back with feedback from the first meeting and a second meeting will be scheduled.
- Arvil Alicea shared that they are working on the Ryan White Service Report (RSR). They are on the second part of the report which is the provider report. The submission site was just opened and the deadline is March 8<sup>th</sup>. Eight reports of the 25 have been submitted. Arvil asked that the other 17 please submit earlier so that it is not a crunch at the deadline.

**(8.0) New/Old Business**

• **Update on 'In It to End It'**

John Sapero gave an update on 'In It to End It' and at the beginning of the month we have completed most of our provider sessions and we got some great feedback. We will be continuing Stakeholder engagement through march.

- **Planning Council Training**  
Max Cisneros gave us a Training session on Robert's Rules of Order or Parliamentary Procedure. We covered the history, the purpose, the basic definitions of Robert's Roles.

**(9.0) Regional Updates (Roberta shared that each region lead was asked to provide data on unspent funds in their region)**

- **Region 1 (New Haven):** Dr. Villanueva shared a spreadsheet detailing the updated funds expended. Region 1 has updated their expenditures to 91% spent.
- **Region 2 (Waterbury):** no report
- **Region 3 (Bridgeport):** They are opening a new psychiatric clinic in Stamford and working on their Covid Vaccination needs assessment.
- **Region 4 (Stamford/Norwalk):** They are working on their Covid Vaccination needs assessment.
- **Region 5 (Danbury):** They are working on their RSR year end report, the Covid Vaccination needs assessment and obtaining more clinical space as well.

**(10.0) Community Input**  
none

**(11.0) Announcements**

- Liberation Programs has their second van on the road going from Bridgeport to Greenwich.
- There is a Spanish language only support group for HIV positive people in Region 4.

**(12.0) Parking Lot Items**  
None

**(13.0) Adjournment** - The meeting adjourned at 2:03 pm

*Roberta Stewart & Chris Cole, Co-Chairs*

**Attendance Record – 2021**

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

Guests: Charlene Lee, Francesca Quettant, Clunie Jean-Baptiste, Dennis Torres, Jean Brown, Krystle Moore, Merceditas Villanueva, Tequetta Valleriano, Elda Martinez, Jen Loschiavo, Nancy Kingwood