

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 14, 2021
Start Time: 12:04 pm
End Time: 1:46 pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 14, 2021 meeting
- Approval of the updated 2021 Service Category Definitions
- Approval of the 2021 Assessment of the Administration Tools

(1.0) Moment of Silence

Roberta 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.

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

- We are looking for a new co-chair for the Membership/Finance Committee.

(4.0) Community Input

(5.0) Approval of the May 14 2021 Meeting Minutes

A motion to approve the May 14, 2021 minutes was made by Rich Radocchia and seconded by Joanne Montgomery

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

Against: (0)

Abstain: (3) Datcher, Gluz, Montgomery

(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 June 3, 2021:

1. We voted on and approved the meeting minutes from May 6, 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. Joanne presented the updated Service Category Definitions and we reviewed all changes that were made. The committee approved the 2021 Service Category Definitions. **VOTE :**

Roberta Stewart made a motion to approve the updated Service Category Definitions. David Colbert made the amendment to edit the language to “Transgender Women of Color” and formatting to make the definition grammatically correct.

- For: (11)** Ardila, Chaux, Cokley, Cole, Flyte, Gluz, Lame, Namias, Pitner, Raddocchia, Teel
Against: (1) Colbert
Abstain: (4) Stewart, Montgomery, Datcher, Erba
4. Staff presented the following datasets that we'll be using for the FY2022 PSRA (priority setting and resource allocation) process. These include the following:
- 2020 In-care Needs Assessment
 - 2021 Non-Virally Suppressed Needs Assessment
 - 2020 Service Utilization,
 - 2020 Newly Diagnosed Needs Assessment
 - 2019 Aged Needs Assessment
 - 2019 Priority Populations Needs Assessment
 - 2021 Medical Case Management Survey.
 - In It to End It Community Input
- These were approved by the committee.
5. From the In It To End It/Ending the HIV Epidemic - Tom Butcher of the Recipient's Office shared information about the Faith Leadership Coalition.
6. Our next meeting will be held on Tuesday, August 3rd for the FY2022 PSRA Data Session and we'll meet again on Thursday, August 5th for the FY2022 PSRA Process Meeting.

Quality Improvement Committee

David Colbert gave the following report:

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

- We approved the meeting minutes from May 6, 2021.
- 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.
- Staff presented the FY2021 Service Utilization Report. Overall the data looked good, there were some areas due to Covid 19 that may need further discussion.
- We also reviewed the Assessment of the Administrative Mechanism surveys for both the Region Leads and Providers and these were approved. **VOTE:**

Roberta Stewart made a motion Tool for the Assessment of the Administrative Mechanism. The item came from the committee and does not need a second.

For: (15) Ardila, Chaux, Colbert, Cole, Cokley, Datcher, Erba, Flyte, Gluz, Lame, Montgomery, Namias, Pitner, Radocchia, Teel

Against: (0)

Abstain: (1) Stewart

- Dionne Kotey from the Recipient's Office presented the new QM Plan and she'll continue to make updates.
- There are no QI meetings in July or August but we will be meeting on Tuesday, August 3rd for the FY2022 PSRA Data Session and we'll meet again on Thursday, August 5th for the FY2022 PSRA Process Meeting.

Membership/Finance Committee

Roberta Stewart & Chris Cole, Co-Chairs

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, June 11, 2021:

1. We approved the minutes from the May 14, 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 reviewed all attendance it was reported accurately. We also discussed suspending the attendance requirement due to Covid 19 and this was amended in the By Laws and will be reviewed and voted on in August.
4. We discussed a new Planning Council application and decided to invite them into the membership application process.
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 Planning Council meeting feedback from May 14th and feedback was favorable.
7. Today we'll be doing a 'Assessment of the Administrative Mechanism' presentation.
8. Our next meeting will be held on Friday, August 13, 2021 from 10:30am – 11:30am via Zoom teleconference.

(7.0) Recipient's Office Report

- Lakeisha Green gave an update on Contract Reporting. As of 6/10/2021, all contracts have been sent out and are to be signed and returned as soon as possible in order to be executed.
- Dionne Kotey shared an update on the Clinical Quality Management Plan. The changes requested from the council have been updated. Goals in the CQM Plan have not changed from last year.
- Arvil Alicea shared that there will be a new build to the CAREware system coming up and he will keep everyone updated.

(8.0) New/Old Business

• **Update on 'In It to End It'**

John Sapero shared the new discussion board from the last In It To End It Meeting which was held among Black Faith Leaders. A new training engagement series is in the works. Working with community leaders to discuss needs or interests for presentations for this series.

• **Planning Council Training**

Staff presented a training session on The Assessment of the Administrative Mechanism. This included the following:

- a. Legislative Guidelines
- b. The Planning Council's Role
- c. The Process Itself

(9.0) Regional Updates

- **Region 1 (New Haven):** Nothing new at this time.
- **Region 2 (Waterbury):** Nothing new at this time.
- **Region 3 (Bridgeport):** GBAPP is hosting an in-person Women's Conference on July 10. (2) Region's monthly GBHCC meetings are going extremely well in helping partners keep on track with activities
- **Region 4 (Stamford/Norwalk):** Quick announcement that we raised the Pride flag in the region.
- **Region 5 (Danbury):** Nothing new at this time.

(10.0) Community Input

Roberta Stewart & Chris Cole, Co-Chairs

none

(11.0) Announcements

- There is an HPV and HIV Study, The Anchor Study is currently accepting applications.
- Mitchell shared data on CADAP, The State is currently seeing an uptick in opioid issues.
- Joanne shared that Region 3 is currently doing trainings on suboxone for opioid treatment

(12.0) Parking Lot Items

None

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

Attendance Record – 2021

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

Guests: Clunie Jean-Baptiste, Merceditas Villanueva, Jamelia Beckford, Tequetta Valeriano, Mitzi Perez, Jean Brown

GY 2022 Priority Setting & Resource Allocation Data Session Minutes

Meeting Date: Tuesday, August 3, 2021
Start Time: 10:01 a.m.
End Time: 11:35 a.m.
Location: Zoom Videoconference
Presiding Chairs: Joanne Montgomery and Mitchell Namias
Recorder: Sara Seaburg

(1.0) Moment of Silence

Joanne called the meeting to order at 10:02 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Joanne welcomed everyone and requested that all Planning Council members and guests introduce themselves, their conflicts of interest, location within the EMA and their Planning Council leadership role, if applicable.

(3.0) Co-Chair Announcements

Joanne reminded all attendees that Thursday, August 5, 2021 will be the 2021 PSRA Session.

(4.0) GY 2022 Notice of Funding Opportunity Review

Staff presented on the GY 2022 Notice of Funding Opportunity. This included:

- a. Program funding opportunity description
- b. Multi-Year funding
- c. A background
- d. Unmet need framework
- e. Subpopulations of focus
- f. PC responsibilities
- g. HIV care continuum
- h. Core & support services
- i. Grant administration

(5.0) Review data sets to be used for the 2021 Priority Setting and Resource Allocation

Staff presented the data sets that have been approved by the SPA committee to be used in the GY 2022 Priority Setting Resource Allocation meeting. These were reviewed and discussed.

Data Set #1: 2020 In Care Needs Assessment	Data Set #2: 2021 Non-Virally Suppressed Needs Assessment	Data Set #3: 2020 Service Utilization	Data Set #4: 2020 Newly Diagnosed Needs Assessment	Data Set #5: 2019 Aged Needs Assessment	Data Set #6: 2019 Priority Populations	Data Set #7: 2021 MCM Survey	Data Set #8: In it to End It Community Input
---	--	--	---	--	---	-------------------------------------	---

2021 Resource Allocation:

- 1. Unduplicated client count for each service category for each Region**

Roberta Stewart & Chris Cole, Co-Chairs

2. **FY 2021 Allocations by service category for each Region**
3. **FY 2020 Expenditures by service category for each Region**
4. **Other funding sources for each Region (Medicaid, RWPB/C)**

(6.0) Announcements

None

(7.0) Adjournment

The meeting adjourned at 11:35 a.m.

Attendance Record

Planning Council Members:

Inthiany Ardila, Gigi Chaux, Max Cisneros, David Colbert, Chris Cole, Brian Datcher, Lisa Gluz, Albana Lame, Joanne Montgomery, Mitchell Namias, Kathy Pitner, Rich Radocchia, Roberta Stewart, Charlotte Teel.

Recipient:

Tom Butcher, Lakeisha Green, Arvil Alicea, Dionne Kotey

Guests:

Jennifer Loschiavo, Nancy Kingwood, Tequetta Valeriano, Jean Brown, Jamelia Beckford, Clunie Jean-Baptiste, Nick Boshnack

Planning Council Special Priority Setting & Resource Allocation Meeting Minutes

Meeting Date: Thursday, August 5, 2021
Start Time: 9:06 a.m.
End Time: 2:35 p.m.
Location: Zoom Videoconference
Presiding Chairs: Joanne Montgomery and Mitchell Namias
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of GY 2022 Service Category Priorities
- Approval of GY 2022 Resource Allocations

(1.0) Moment of Silence

Joanne called the meeting to order at 9:06 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Joanne welcomed everyone and requested that all Planning Council members and guests introduced themselves, state their conflicts of interest, where they town of residence in the EMA and their Planning Council leadership role, if applicable.

(3.0) Co-Chair Announcements

Joanne announced that GiGi Chaux will be the new co-chair of the Membership/Finance Committee.

(4.0) Review of the Amended By Laws

Joanne Montgomery presented the updated By Laws and explained the change in adding a statement under the Attendance section that would allow the Planning Council to suspend attendance requirements based on a declared Federal or State emergency.

Rich Radocchia made a motion to approve this change and Chris Cole seconded it:

For: (12) Ardila, Chaux, Cisneros, Colbert, Cole, Datcher, Lame, Montgomery, Namias, Pitner, Radocchia, Teel

Against: (0)

Abstain: (1) Stewart

Staff will e-mail out the approved amended By Laws to all PC members today and they will be reviewed and voted on at the August 13th Planning Council Meeting.

(5.0) GY 2022 Priority Setting & Resource Allocation Training

Joanne presented a training the Priority Setting & Resource Allocation process. This included:

- a. A description of our EMA
- b. Our roles and responsibilities in this process
- c. The legislative requirements
- d. Priority setting & resource allocation guidance

(6.0) GY 2022 Priority Setting and Resource Allocation Discussion/Decision

2021 Priority Settings Process

Staff presented the data sets that were to be reviewed and the weighting system assigned to each data set. Here is how each dataset was weighted:

1. 2019 Aged Needs Assessment - 3
2. 2019 Priority Populations Needs Assessment - 3
3. 2020 Service Utilization - 5
4. 2020 Newly Diagnosed Needs Assessment - 5
5. 2020 In-care Needs Assessment - 1
6. 2021 Non-Virally Suppressed Needs Assessment - 3
7. 2021 Medical Case Management Survey - 3
8. 2021 In it to End It Data - 3

Chris Cole made a motion to accept the GY 2022 service category priorities as shown below and Gigi Chau seconded the motion.

For: (12) Ardila, Chau, Cisneros, Colbert, Cole, Datcher, Lame, Montgomery, Pitner, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

Service Category	2022 Ranking
Outpatient/Ambulatory Health Services	1
Medical Case Management	2
Food Bank/Home Delivered Meals	3
Mental Health Services	4
Emergency Financial Assistance	5
Housing Services	6
Medical Transportation	7
Health Insurance Premium/Cost Sharing Assistance	8
Oral Health Care	9
Substance Abuse Services-Outpatient	10
Substance Abuse Services-Inpatient	11
Local AIDS Pharmaceutical Assistance	12
<i>Denotes Core Service</i>	
<i>Denotes Support Service</i>	

GY 2022 Resource Allocation Process

Staff reviewed each service category and the . Listed below is the resource allocation methodology for each service category.

1. **Outpatient/Ambulatory Health Services:** Uninsurable client count for Regions 1, 2 and 3/Unduplicated client count in Regions 4 & 5 multiplied by \$844.

Roberta Stewart & Chris Cole, Co-Chairs

2. **Medical Case Management:** \$1292 cost per client multiplied by FY 20 unduplicated client count for each Region.
3. **Substance Abuse Services-Outpatient:** Unduplicated client count for FY2019 for regions 1, 2 3 and 4 and unduplicated client count for FY2020 for region 5 multiplied by \$2400
4. **Oral Health Services:** \$801 cost per client multiplied by each Region's FY19 unduplicated client count
5. **Health Insurance Premium/Cost Sharing Assistance:** \$350 multiplied by each Region's FY19 unduplicated client count
6. **Mental Health Services:** : Unduplicated client count for FY2019 for regions 1, 2 3 and 4 and unduplicated client count for FY20 for region 5 multiplied by \$2300
7. **Substance Abuse Services-Inpatient:** Level funding based on FY21 allocation
8. **Housing Services:** 80% Fair market rent for 1 bedroom for each region (X) FY19 unduplicated client count for each region except region 4 which will use FY20
9. **Food Bank/Home Delivered Meals:** Cost per client for region 1 (x) unduplicated client count from FY19; average cost per client (\$165) x unduplicated client count in Regions 2, 3, 4 and 5 for FY19
10. **Emergency Financial Assistance:** \$500/client multiplied by FY20 unduplicated client count in each Region +15 RWPB clients due to RWPB funding reductions
11. **Medical Transportation:** FY19 average cost per client (\$132) across all Regions multiplied by FY 19 unduplicated client count in each Region

Chris Cole made a motion to extend the meeting 30 minutes and Max Cisneros seconded it:

For: (12) Ardila, Chau, Cisneros, Colbert, Cole, Datcher, Lame, Montgomery, Pitner, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

Discussion continued regarding how to allocate funds appropriately to ensure we ask for the maximum award.

Roberta Stewart made a motion to extend the meeting 15 minutes and Chris Cole seconded it:

For: (12) Ardila, Chau, Cisneros, Colbert, Cole, Datcher, Lame, Montgomery, Pitner, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to approve the GY 2022 Resource Allocation as detailed below and this was seconded by Chris Cole

For: (12) Ardila, Chau, Cisneros, Colbert, Cole, Datcher, Lame, Montgomery, Pitner, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

Total Request	\$ 5,539,970		
Max Request	\$ 5,539,970	MAI Max	\$ 448,472
Service Category	FY22 Part A Grant Request	% of Allocation	FY22 MAI Grant Request
Outpatient/Ambulatory Health Services	\$ 342,604	7.92%	
Medical Case Management	\$ 1,465,128	33.85%	\$ 381,201
Substance Abuse Services-Outpatient	\$ 710,400	16.41%	
Mental Health Services	\$ 662,400	15.31%	
Oral Health Care	\$ 135,369	3.13%	
Health Insurance Premium/Cost Sharing	\$ 47,284	1.09%	
Food Bank/Home Delivered Meals	\$ 173,377	4.01%	
Medical Transportation	\$ 79,200	1.83%	
Housing Services	\$ 223,899	5.17%	
Emergency Financial Assistance	\$ 162,500	3.75%	
Substance Abuse Services-Inpatient	\$ 325,613	7.52%	
TOTAL ALLOCATION	\$ 4,327,774	100%	\$ 381,201
Core vs. Support Break Out		FY 2022	
Total Allocation (Formula+Supplemental+MAI)	\$ 4,708,975	100%	
Core Services	\$ 3,744,386	80%	
Support Services	\$ 964,589	20%	
Formula+Supplemental	\$ 5,091,498	(15% Admin)	
MAI	\$ 448,472	(15% Admin)	
Total	\$ 5,539,970		

(7.0) Announcements

None

(8.0) Adjournment - The meeting adjourned at 2:35 PM.

Attendance Record

Planning Council Members:

Inthiany Ardila, GiGi Chaux, Max Cisneros, David Colbert, Chris Cole, Brian Datcher, Albana Lame, Joanne Montgomery, Mitchell Namias, Kathy Pitner, Rich Radocchia, Roberta Stewart, Charlotte Teel

Roberta Stewart & Chris Cole, Co-Chairs

Recipient:

Tom Butcher, Lakeisha Green, Arvil Alicea, Dionne Kotey

Guests:

Jennifer Loschiavo, Sara Burns, Charlene Lee, Tequetta Valeriano, Ben Geertz, Merceditas Villanueva, Maritza Bond, Jamelia Beckford, Nick Boshnack, Clunie Jean-Baptiste, Jean Brown