

Planning Council Meeting Minutes

Meeting Date: Friday, March 12, 2021
Start Time: 12:10 pm
End Time: 1:46 pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Minutes from February 12, 2021 meeting

(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

There were none

(4.0) Community Input

There was none

(5.0) Approval of the February 12, 2021 Meeting Minutes

A motion to approve the February 12, 2021 minutes was made by Ken Flyte and seconded by David Colbert.

For: (9) Chau, Cisneros, Colbert, Datcher, Erba, Flyte, Lame, Montgomery, Teel

Against: (0)

Abstain: (4) Cole, Namias, Pitner, Radocchia

(6.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Mitchell Namias gave the following report:

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

1. We voted on and approved the meeting minutes from February 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 questions that we received from all regions. There will be a small working group to review these and determine what questions should be used in the survey. This will be presented at next month's meeting.
4. We reviewed the reallocation portion of the Directives. Jeff had worked with Tom on this. We will continue to discuss this in April and determine a process for allowing regions to use providers from other regions to help spend down funds.
5. Staff presented the Social Media Policy and Tom requested to review this to ensure that it aligns with the one they use for the City of New Haven.

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6. We discussed the change in the FPL (federal poverty level) and how that could affect our clients. Jeff is going to run a cost analysis and will present that information at next month's meeting.
7. We discussed the Universal MCM Client Intake Packet and will allow regions to begin using this at their discretion with the understanding that as soon as they are able to comfortably change to using this packet, they will.
8. We discussed the new guidance from HRSA regarding the Comprehensive Plan. At this time, the plan will be due by December 2022.
9. Our next meeting will be held on Thursday, April 1, 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 March 4, 2021:

1. We approved the meeting minutes from February 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 Strengths, Weakness, Opportunity, and Threat (SWOT) analysis. Arvil Alicea discussed the RSR, they are in the process of reviewing them now.
4. Tom Butcher shared that the Management Action Plans have been out and reviewed and returned. He also shared that they are working with an 18-month learning collaborative on non-virally suppressed data to find any information to try to raise viral suppression rates. In alignment with efforts with ETHE, to launch an initiative to help the surrounding areas with lower suppression rates.
5. Our next meeting will be held on Thursday, April 1, 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, March 12, 2021:

1. We approved the minutes from the February 12, 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 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 February 12th and there were some comments that will be followed up on.
6. We will be doing a New Planning Council Member training in April and a 'Service Category' high level presentation in May.
7. Membership recruitment was discussed and the co-chairs shared that they would like to start attending local consortium meetings to talk about the Planning Council and also possibly use social media as well.
8. Our next meeting will be held on Thursday, April 9, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

(7.0) Recipient's Office Report

- Tom Butcher shared the recipients report. They are currently waiting on the final award for FY2021 and once they receive this, they will begin the contract process.
- He also shared that they are working with an 18-month learning collaborative on non-virally suppressed data to find any information to try to raise viral suppression rates. In alignment with efforts with ETHE, to launch an initiative to help the surrounding areas with lower suppression rates.

(8.0) New/Old Business

- **Update on 'In It to End It'**
There was no update this month
- **Planning Council Training**
Max Cisneros and Rich Radocchia presented on most frequently used acronyms.

(9.0) Regional Updates

- **Region 1 (New Haven):** Dr. Villanueva shared that they have been working very hard to improve in areas that have been challenging for them. They have spent down 98.7% of their funding.
- **Region 2 (Waterbury):** Kathy Pitner shared that they have started a Youtube show called Talk About It Tuesdays and it covers various topics. They have spent down 99% of their funding.
- **Region 3 (Bridgeport):** Francesca Quettant shared that the continuum agendas have been extremely helpful to them. They have spent down 99% of their funding.
- **Region 4 (Stamford/Norwalk):** Gigi Chaux shared that they are creating a Covid Vaccination presentation to share at their continuum meeting to help offer support. They have spent down 100% of their funding.
- **Region 5 (Danbury):** Albana Lame shared that they have spent down 99.9% of their funding.

(10.0) Community Input

none

(11.0) Announcements

- Dante Gennaro shared that DPH is working on a Positive Prevention Campaign.
- Dr. Villanueva shared that she attended the CROI conference and the information presented was extremely valuable.

(12.0) Parking Lot Items

None

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

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Attendance Record – 2021

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

Guests: Charlene Lee, Francesca Quettant, Clunie Jean-Baptiste, Krystle Moore, Merceditas Villanueva, Tequetta Valleriano, Dante Gennaro, Jen Loschiavo, Jamelia Beckford, Mitzi Perez