

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, September 10, 2021
Start Time: 12:02 pm
End Time: 1:46 pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of June 11, 2021 Meeting Minutes
- Approval of PSRA Data Session on August 3, 2021 & PSRA Meeting on August 5, 2021 Meeting Minutes
- Approval of August 13, 2021 Meeting Minutes

(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

Gigi Chaux is the new co-chair for the Membership/Finance Committee.

(4.0) Community Input

None

(5.0) Approval of the June 11, 2021 Meeting Minutes

A motion to approve the June 11, 2021 minutes was made by David Colbert and seconded by Ken Flight

For: (12) Ardila, Chaux, Colbert, Cole, Datcher, Flyte, Gluz, Lama, Pitner, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

Approval of PSRA Data Session on August 3, 2021 & PSRA Meeting on August 5, 2021 Meeting Minutes

A motion to approve the PSRA Data Session on August 3, 2021 & PSRA Meeting on August 5, 2021 minutes was made by David Colbert and seconded by Brian Datcher

For: (11) Ardila, Chaux, Colbert, Cole, Datcher, Gluz, Lama, Pitner, Radocchia, Stewart, Teel.

Against: (0)

Abstain: (1) Flyte

Approval of August 13, 2021 Meeting Minutes

A motion to approve the August 13, 2021 meeting minutes was made by Rich Radocchia and seconded by Ken Flyte

For: (12) Ardila, Chaux, Colbert, Cole, Datcher, Flyte, Gluz, Lama, Pitner, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

(6.0) Planning Council Committee Reports

Strategic Planning & Assessment

Chris Cole gave the following report:

Here is a summary of our meeting that was held on September 2, 2021:

1. We voted on and approved the meeting minutes from June 3, 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 Priority Setting and Resource Allocation feedback and discussed the meetings. There were comments on what our needs assessments should look like moving forward, the focus on special populations and possibly splitting up the meetings into 2 different sessions, one for priority setting and one for resource allocations, and also to look more at other funding sources. A request for a training on stigma was also made during this discussion.
4. John Sapero presented the guidance for the integrated comprehensive plan.
5. From the In It To End It/Ending the HIV Epidemic – There is a new free training series called P3, People+Purpose+Power and staff will be sending out a flyer to register for these.
6. Our next meeting will be held on Thursday, October 7, 2021 via Zoom Videoconference

Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on September 2, 2021:

1. We approved the meeting minutes from June 3, 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 began reviewing the service standards and it was suggested that individuals from the Planning Council look at these and make suggested updates prior to reviewing them again. Staff will e-mail these out to each member who volunteered and we will look at these over the next 5 months.
4. The next Quality Improvement committee meeting will take place on Thursday, October 7, 2021 via Zoom Video Conference.

Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held today, September 10, 2021:

1. We approved the minutes from the August 13, 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. Rich & Gigi are going to reach out to members who have excessive absences to try to re-engage them.
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 August 13th and feedback was favorable.
6. Today Dr. Villanueva & Dr. Virata from Yale will be doing a presentation on COVID on its impact on HIV.
7. Our next meeting will be held on Friday, October 15, 2021 from 10:30am – 11:30am via Zoom teleconference.

(7.0) Recipient's Office Report

Roberta Stewart & Chris Cole, Co-Chairs

1. Lakeisha Green shared that they are currently working on the grant application for FY2022 and also that the carryover request has been approved.

(8.0) New/Old Business

- **Update on 'In It to End It'**

John Sapero shared the final plan which can be found on ourhivplan.org and also about the new free training series P3, People+Purpose+Power.

- **Planning Council Training**

Dr. Villanueva and Dr. Virata from Yale presented a training session on Covid and its effect on HIV. They presented epidemiological & vaccination data and trends within the HIV community.

- **Vote to Approve the Results of the Assessment of the Administrative Mechanism**

Roberta Stewart made a motion to accept the results of the Assessment of the Administrative Mechanism without any findings.

For: (12) Ardila, Chaux, Colbert, Cole, Datcher, Flyte, Gluz, Lame, Pitner, Radocchia, Stewart, Teel

Against: (0)

Abstain: (0)

(9.0) Regional Updates

- **Region 1 (New Haven):** Nothing new at this time.
- **Region 2 (Waterbury):** Nothing new at this time.
- **Region 3 (Bridgeport):** Nothing new at this time.
- **Region 4 (Stamford/Norwalk):** Nothing new at this time.
- **Region 5 (Danbury):** Nothing new at this time.

(10.0) Community Input

none

(11.0) Announcements

There were none

(12.0) Parking Lot Items

None

(13.0) Adjournment - The meeting adjourned at 1:46 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	A	X	X	X	X	X		
2.	Gigi Chaux	-	X	X	X	X	X	X	X		
3.	Max Cisneros	A	X	X	X	X	A	X	A		
4.	Cassandra Cokley	X	A	A	A	X	X	A	A		
5.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X	X	X	A	X		
6.	David Colbert	X	X	X	X	X	X	X	X		
7.	Loreen Cuiman	A	A	A	A	A	A	A	A		
8.	Brian Datcher	X	X	X	A	A	X	A	X		
9.	Armando Erba	X	X	X	A	X	X	A	A		
10.	Ken Flyte	X	X	X	X	X	X	X	X		
11.	Lisa Gluz	A	A	A	A	A	X	A	X		
12.	Robert James	A	A	A	A	A	A	A	A		
13.	Albana Lame	X	X	X	A	X	X	X	X		
14.	Ronald Montague	A	A	A	A	A	A	A	A		
15.	Joanne Montgomery	X	X	X	X	A	X	X	A		
16.	Mitchell Namias	X	A	X	X	X	X	X	A		
17.	Daniel Pettit	A	A	A	A	A	A	A	A		
18.	Kathy Pitner	A	A	X	X	X	X	A	X		
19.	Richard Radocchia	X	A	X	X	X	X	X	X		
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X	X		
21.	Charlotte Teel	X	X	X	X	X	X	X	X		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	62%	55%	62%	57%	67%	76%	52%	57%		

Guests: Merceditas Villanueva, Tequetta Valeriano, Anthony Santella, Jamelia Beckford, Clunie Jean-Baptiste, Jean Brown, Charlene Lee, Michael Virata