
Planning Council Meeting Minutes

Meeting Date: Friday, May 14, 2021
Start Time: 12:02 pm
End Time: 1:38 pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from April 9, 2021 meeting

(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

- We will resume in-person meetings in September.
- Staff will be sending a survey out on thoughts and opinions on all in-person meetings or alternating in-person/virtual meetings throughout the year.
- Max Cisneros will be stepping down as co-chair of Membership/Finance.

(4.0) Community Input

Dante Gennaro shared that the CT HIV Planning Consortium, is coordinating events throughout the state with HIV Care and Planning sites for HIV Awareness.

(5.0) Approval of the April 9, 2021 Meeting Minutes

A motion to approve the April 9, 2021 minutes was made by Ken Flyte and seconded by Mitchell Namias

For: (10) Ardila, Chaux, Cisneros, Colbert, Flyte, Pitner, Namias, Radocchia, Stewart, Teel

Against: (0)

Abstain: (2) Cokely, Cole, Erba, Lame

(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 May 6, 2021:

1. We voted on and approved the meeting minutes from April 1, 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 survey and the feedback that was received from case managers in each region. The survey was updated and approved.
4. We discussed the FPL (federal poverty level) and Jeff gave an update on his meeting with the Liaison to the Mayor's Office that he had on May 5th. He shared the presentation that he gave and explained why we will not be making any changes in our FPL eligibility.

Roberta Stewart & Chris Cole, Co-Chairs

5. Joanne presented the current Service Category Definitions and updates were requested. Staff will make these updates with track changes and we will review these next month.
6. Staff presented the proposed datasets that we'll be using for the FY2022 PSRA (priority setting and resource allocation) process. These include the following:
 - a. 2020 In-care Needs Assessment
 - b. 2021 Non-Virally Suppressed Needs Assessment
 - c. 2020 Service Utilization
 - d. 2020 Newly Diagnosed Needs Assessment
 - e. 2019 Aged Needs Assessment
 - f. 2019 Priority Populations Needs Assessment
 - g. 2021 Medical Case Management Survey.
 We will also discuss using the 'In It To End It' data that John Sapero has been collecting as well next month.
7. From the In It To End It/Ending the HIV Epidemic - We will be finalizing and submitting the No-Cost Extension which is due this week.
8. We discussed the 2021 MCM Client Health Insurance Survey. This will be sent out on 6/1/2020 with and completion data of 7/1/2020.
9. Our next meeting will be held on Thursday, June 3, 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 May 6, 2021:

1. We approved the meeting minutes from April 1, 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 presented the FY2020 Part A Care Continuum. This included linkage to care, link to care, retained in care, prescribed ART and virally suppressed data. She also shared the following update:
 - a. They had their region CQM meeting on April 28th.
 - b. All regions shared their PDSAs and discussed the progress being made with these by region. Some regions have discontinued their PSDA because they've met their described goals.
 - c. Information being discussed is extremely helpful for regions to share their successes and help other regions who need support in these areas.
4. Our next meeting will be held on Thursday, June 3, 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, May 14, 2021:

1. We approved the minutes from the April 9, 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 April 9th and feedback was favorable.

Roberta Stewart & Chris Cole, Co-Chairs

6. We also reviewed the Final Expenditure Report from the Recipient's office. We spent down a total of 99.57%.
7. Today we'll be doing a 'Service Category Definition' presentation.
8. Our next meeting will be held on Friday, June 11, 2021 from 10:30am – 11:30am via Zoom teleconference.

(7.0) Recipient's Office Report

Tom Butcher shared the following report:

- Contracts are moving in the RFA (request for approval) system.
- They are working on several reports with upcoming deadlines.
- Kudos to John with the In It to End It campaign and David Colbert for his participation in the last focus group.

(8.0) New/Old Business

• **Update on 'In It to End It'**

John Saperro shared that there was a focus group for Faith Leadership and 14 people attended. The conversation went really well and ran over time by a half hour. Members were extremely involved and would like to continue this conversation over the following year. Posters are in process and should be sent out within the week to interested agencies throughout our EMA.

• **Planning Council Training**

Staff presented a training session on Service Category Definitions which included the roles and responsibilities of HRSA, the Recipient and the Planning Council, our specific funded services and the roles of the Strategic Planning & Assessment committee in the process of reviewing and updated these yearly.

(9.0) Regional Updates

- **Region 1 (New Haven):** Dr. Villanueva shared that they are keeping track of eligibility and implementing systems in a more orderly way. Another system that they are working to pilot to utilizing a more efficient way of case management is updating the acuity scale.
- **Region 2 (Waterbury):** Kathy Pitner shared that they are having an event for Hepatitis day and will be doing Hep C Testing and HIV testing.
- **Region 3 (Bridgeport):** Jean Brown shared that they are having monthly medical case management meetings to discuss any challenges that arise. Still trying to engage clients who have fallen out of care.
- **Region 4 (Stamford/Norwalk):** Gigi Chaux shared that they are working on data integrity and working on how to approach non-virally suppressed clients.
- **Region 5 (Danbury):** Nothing new at this time.

(10.0) Community Input

none

(11.0) Announcements

Mitchell Namias shared that they had an all subrecipient meeting this month where they reviewed Eligibility and Service Standards.

(12.0) Parking Lot Items

Roberta Stewart & Chris Cole, Co-Chairs

None

(13.0) Adjournment - The meeting adjourned at 1:38 pm
Attendance Record – 2021

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

Guests: Clunie Jean-Baptiste, Merceditas Villanueva, Jamelia Beckford, Nitza Agosto, Johanna Cruz, Jen Sanchez, Tequetta Valeriano, Mitzi Perez, Alex Garbera, Dante Gennaro