

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, August 13, 2021  
**Start Time:** 12:00 pm  
**End Time:** 12:58 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Updated By Laws
- Approval of the Carryover Request
- Approval of Planning Council Membership Renewal of Joanne Montgomery
- Approval of Suspension of the Attendance Policy

**(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**

- There were none

**(4.0) Community Input**

**(5.0) Approval of June 11, 2021 Meeting Minutes and PSRA Meeting on August 5, 2021 Meeting Minutes**

We could not vote due to lack of quorum.

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Mitchell Namias talked about our Priority Setting and Resource Allocation Data Session which took place on Tuesday, August 3, 2021 and Priority Setting and Resource Allocation Meeting which took place on Thursday, August 5, 2021. During our Planning Council training today we'll be reviewing a summary of this process. He also mentioned that we have a final vote needed for our updated bylaws but due to lack of quorum, we are unable to have that vote.

The next meeting for SPA will take place on Thursday, September 2, 2021 at 9:30am.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, August 13, 2021:

1. We approved the minutes from the June 11, 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 if approved by the Planning Council, will suspend our attendance policy at this time. We do not have quorum and are unable to vote on this.

*Roberta Stewart & Chris Cole, Co-Chairs*

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4. We discussed a new Planning Council application and decided to invite them into the membership application process as well as approved the Planning Council renewal application of Joanne Montgomery. **VOTE:**

Rich Radocchia made a motion to approve the renewal application of Joanne Montgomery.

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

**Against: (0)**

**Abstain: (1)** Montgomery

5. We analyzed Planning Council membership for the Federal Reflectiveness Mandate. This hasn't changed at all since our membership has stayed the same.
6. We reviewed the Planning Council meeting feedback from PSRA and feedback was favorable with many comments to take into consideration.
7. We approved the carryover request of \$49,398 to be divided equally among all 5 regions for Food Bank/Home Delivered Meals. **VOTE:**

Rich Radocchia made a motion to approve the carryover request of \$49,398 to be divided equally among all 5 regions and used for food bank/home delivered meals.

**For: (11)** Ardila, Chaux, Cisneros, Colbert, Flyte, Lame, Namias, Radocchia, Stewart, Teel, Montgomery

**Against: (0)**

**Abstain: (0)**

8. The M/F Co-Chairs will be talking this month regarding membership recruitment.
9. The September training will be on the effects of Covid 19 on HIV.
10. Our next meeting will be held on Friday, September 10, 2021 from 10:30am – 11:30am via Zoom teleconference.

#### **(7.0) Recipient's Office Report**

- They are working on the grant application which is now for a 3-year funding cycle.
- The Recipient in collaboration with John Saperro, In It to End It, will be beginning a free training series call P3 and they are working with the Black Faith Leaders as well.

#### **(8.0) New/Old Business**

- **Update on 'In It to End It'**  
Tom Butcher discussed this above
- **Planning Council Training**  
Staff presented a summary of the outcomes of the Priority Setting and Resource Allocation process. This included the following:
  1. The service category rankings based on Priority Settings.
  2. The allocation methodology for each service based on Resource Allocations.
  3. The Resource Allocation outcome.

#### **(9.0) Regional Updates**

*Roberta Stewart & Chris Cole, Co-Chairs*

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- **Region 1 (New Haven):** Nothing new at this time.
- **Region 2 (Waterbury):** Nothing new at this time.
- **Region 3 (Bridgeport):** Jean Brown is now the Ryan White coordinator to process EFA requests, they also had a client appreciation day. They will have their trainings online moving forward and will share those with the EMA.
- **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**

- Max shared his congratulations to Gigi Chaux for her new position as the M/F co-chair. The Spanish speaking support group for PLWH is meeting in person on the 2<sup>nd</sup> Tuesday of each month.
- Mitchell shared that DPH has published their RPF for the Ryan White Subrecipient for the Part B program. They'll be moving to a regional lead model. They are funding 6 service categories.

Joanne Montgomery joined our meeting and we were able to take all necessary votes, please see above and below for voting records.

Mitchell Namias made a motion to approve the updated By Laws regarding the Attendance Policy.

**For: (10)** Ardila, Chaux, Cisneros, Colbert, Flyte, Lame, Montgomery, Radocchia, Stewart, Teel

**Against: (0)**

**Abstain: (1)** Namias

Roberta Stewart made a motion to approve suspending the attendance requirement based on the language in the By Laws retroactive to March 2021 and moving forward.

**For: (10)** Ardila, Chaux, Cisneros, Colbert, Flyte, Lame, Montgomery, Namias, Radocchia, Teel

**Against: (0)**

**Abstain: (1)** Stewart

**(12.0) Parking Lot Items**

None

*Roberta Stewart & Chris Cole, Co-Chairs*

**(13.0) Adjournment** - The meeting adjourned at 12:58 pm

**Attendance Record – 2021**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	A	X	X	X	X			
2.	Gigi Chaux	-	X	X	X	X	X	X			
3.	Max Cisneros	A	X	X	X	X	A	X			
4.	Cassandra Cokley	X	A	A	A	X	X	A			
5.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X	X	X	A			
6.	David Colbert	X	X	X	X	X	X	X			
7.	Loreen Cuiman	A	A	A	A	A	A	A			
8.	Brian Datcher	X	X	X	A	A	X	A			
9.	Armando Erba	X	X	X	A	X	X	A			
10.	Ken Flyte	X	X	X	X	X	X	X			
11.	Lisa Gluz	A	A	A	A	A	X	A			
12.	Robert James	A	A	A	A	A	A	A			
13.	Albana Lame	X	X	X	A	X	X	X			
14.	Ronald Montague	A	A	A	A	A	A	A			
15.	Joanne Montgomery	X	X	X	X	A	X	X			
16.	Mitchell Namias	X	A	X	X	X	X	X			
17.	Daniel Pettit	A	A	A	A	A	A	A			
18.	Kathy Pitner	A	A	X	X	X	X	A			
19.	Richard Radocchia	X	A	X	X	X	X	X			
20.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	X	X	X	X			
21.	Charlotte Teel	X	X	X	X	X	X	X			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	<b>% of Council present:</b>	<b>62%</b>	<b>55%</b>	<b>62%</b>	<b>57%</b>	<b>67%</b>	<b>76%</b>	<b>52%</b>			

Guests: Jen Loschiavo, Elda Thomas, Mercedes Villanueva, Tequetta Valeriano, Anthony Santella, Jamelia Beckford