

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, October 15, 2021  
**Start Time:** 12:02 pm  
**End Time:** 1:46 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

---

**Summary of Committee Business Votes**

- Approval of September 10, 2021, Meeting Minutes
- Approval of renewal Planning Council membership application approved at the M/F meeting on 10/15/2021
- Approval of new Planning Council membership application approved at the M/F meeting on 10/15/2021
- Approval of the unobligated balance estimate approved at the M/F meeting on 10/15/2021

**(1.0) Moment of Silence**

Roberta 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.**

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**

Sera Morgan, our project office will be retiring at the end of the year in December.

**(4.0) Community Input**

None

**(5.0) Approval of the September 10, 2021, Meeting Minutes**

A motion to approve the September 10, 2021, minutes was made by Ken Flyte and seconded by Chris Cole

**For: (10)** Ardila, Chaux, Colbert, Cole, Datcher, Flyte, Lame, Pitner, Radocchia, Teel

**Against: (0)**

**Abstain: (3)** Cokley, Montgomery, Stewart

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on October 7, 2021:

1. We voted on and approved the meeting minutes from September 2, 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. John Saperio updated us on In It to End It and shared that they are moving forward on the P3 (People, Purpose and Power) trainings. Their next training will be on Trauma Informed Care and

*Roberta Stewart & Chris Cole, Co-Chairs*

---

- Selfcare is Quality Care. They had our first faith-based event and will be having a second one coming up soon.
4. Staff presented the current directives and these were reviewed and updated. They will be presented again at the November meeting for approval.
  5. We discussed the integrated comprehensive plan and it was decided that we will work with the State of CT on developing a plan that properly represents our EMA.
  6. Unresolved parking lot issues: The Committee discussed putting policies and procedures in place for the Priority Settings and Resource Allocation process. The HRSA Guidance that was just released will be used to guide the work that drives the data for the Notice of Funding Opportunity.
  7. Our next meeting will be held on Thursday, November 4, 2021, via Zoom Videoconference.

#### Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on October 7, 2021:

1. We approved the meeting minutes from September 2, 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 updates were made to oral health services, food bank/home delivered meals and emergency financial assistance. Next month we'll be reviewing medical transportation, health insurance premium cost sharing assistance, substance abuse in and outpatient and mental health services. Staff will send the outpatient ambulatory health services standard to Dr. Villanueva and Dr. Virata from Yale for their recommended updates.
4. The next Quality Improvement committee meeting will take place on Thursday, November 4, 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, October 15, 2021:

1. We approved the minutes from the September 10, 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 will review the attendance next month and reach out to PC members who have excessive absences to help them with any barriers they may be having.
4. We will look more closely at the reflectiveness grid to determine upcoming changes based on membership.
5. We reviewed the Planning Council meeting feedback from October 15<sup>th</sup> and feedback was favorable.
6. We will be having an overview of the updated Planning Council website for next month's training.
7. We approved one new Planning Council application where attendance requirements have been met and one renewal membership application. VOTE:

Roberta Stewart made a motion to accept the renewal membership application of Lisa Gluz and the new membership application of Anthony Santella:

**For: (13)** Ardila, Chaux, Colbert, Cole, Cokley, Datcher, Flyte, Lame, Montgomery, Pitner, Radocchia, Stewart, Teel

**Against: (0)**

**Abstain: (0)**

*Roberta Stewart & Chris Cole, Co-Chairs*

---

8. We approved the unobligated balance estimate of 5% to be divided evenly between the 5 regions with 50% of funding going to food bank/home delivered meals and 50% going to emergency financial assistance.

Roberta Stewart made a motion to approve the unobligated balance estimate of 5% to be divided evenly between the 5 regions with 50% of funding going to food bank/home delivered meals and 50% going to emergency financial assistance.

**For: (12)** Ardila, Chaux, Colbert, Cole, Cokley, Datcher, Flyte, Lame, Montgomery, Pitner, Radocchia, Teel

**Against: (0)**

**Abstain: (1)** Stewart

9. Our next meeting will be held on Friday, November 12, 2021, from 10:30am – 11:30am via Zoom teleconference.

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

Tom Butcher gave the following report:

- The grant application was submitted on October 1, 2021
- Arville working with the regions on the RSR data
- They are holding a quarterly QM meeting later this month.

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

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

John Sapero gave a training on this topic and included the free training series P3 and also included the plan development and goals.

- **Planning Council Training**

Please see above

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

- **Region 1 (New Haven):** Nothing new at this time.
- **Region 2 (Waterbury):** Nothing new at this time.
- **Region 3 (Bridgeport):** Jean Brown has moved into a new role- Director of HIV services at GBAPP. They are interviewing for intensive case management position. They will be meeting to prepare for World AIDS Day, and preparing for a black and white Gala in December. On November 13th they are having a fashion show.
- **Region 4 (Stamford/Norwalk):** Nothing new at this time.
- **Region 5 (Danbury):** Very excited about new medical space and being able to provide HIV medical care in-house. Looking to start those services at the beginning of November.

#### **(10.0) Community Input**

none

#### **(11.0) Announcements**

- Joanne announced they are hiring for a Ryan White case manager full time
- Kathyleen announced they are hiring for a medical case manager supervisor.

*Roberta Stewart & Chris Cole, Co-Chairs*

**(12.0) Parking Lot Items**

None

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

Guests: Tequetta Valeriano, Anthony Santella, Clunie Jean-Baptiste, Krystle Moore, Ben Gertz