



*Roberta Stewart & Chris Cole, Co-Chairs*

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, June 14, 2019  
**Start Time:** 12:00pm  
**End Time:** 1:09 pm  
**Location:** The Burroughs Community Center  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from May 10, 2019 meeting minutes

#### (1.0) Moment of Silence

Chris called the meeting to order at 12:00 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (1.0) Welcome and Introduction.

Chris welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

#### (2.0) Co-Chair Announcements

Chris reminded all attendees that meetings are recorded and to please remember to sign in.

#### (3.0) Community Input

There was none

#### (4.0) Approval of May 10, 2019 Meeting Minutes

A motion to approve the May 10, 2019 minutes was made by Rich Radocchia and seconded by Joanne Montgomery

**For: (10)** Gau, Gluz, Romanik, Stewart, Teel, Lame, Jenkins, Radocchia, Montgomery, Cokely

**Against: (0)**

**Abstain: (2)** Cole, Delgado

#### (5.0) Planning Council Committee Reports

##### Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

1. We voted on and approved minutes from May 2, 2019.
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 datasets that we'll be using for the upcoming 202 PSRA process. Staff will use the data sent by the state and create a summary report of that data for our EMA only. We had concerns regarding the format of the data sent and the lack of collaboration with this data in creating a report that was clear and concise. Staff will draft a letter expressing those concerns to Cross Sector.
4. We will be having a Zoom video meeting once staff has created the summary of that data to review the results prior to the PSRA meeting on August 2<sup>nd</sup>.



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5. We also addressed an issue that came up from the utilization report for the service Food Bank/Home Delivered Meals in region 1 and we discussed this with their coordinator. There is still follow up that is needed, and we'll revisit that in September.
6. Regions will also be reaching out to their Young MSM of Color for the Special Populations N/A to help achieve a larger group of results for this group.
7. Our next meeting will be held on Thursday, September 5, 2019 from 9:30am – 12:00pm at the Burrough's Community Center

#### Quality Improvement Committee

Christine Romanik gave the following report:

1. We voted on and approved the minutes from the May 2, 2019 meeting.
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. Staff gave an update on the site monitoring visits. Everything is moving along. The site visit reports are very clear and comprehensive.
4. We discussed the eligibility packets received from all regions and determined that we will work towards one uniform packet throughout the EMA for beginning of the next grant year, March 1, 2020.
5. We will also begin updating all service standards in September due to the new guidelines from HRSA. Staff will begin formatting these and we'll review all changes.

Our next meeting will be held on Thursday, September 5, 2019 from 12:00pm – 2:00pm at the Burrough's Community Center

#### Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, June 14, 2019

1. We voted on and approved the minutes from the May 10, 2019 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We reviewed feedback from the May 10<sup>th</sup> PC meeting and all feedback was favorable.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas, especially our non-conflicted %
5. We reviewed the PC member attendance and all attendance was reported accurately.
6. We have one applicant where attendance requirements have been met. VOTE:
- 7.

Roberta made a motion to approve the Planning Council Application of Daniel Pettite:

**For: (10)** Gau, Gluz, Romanik, Stewart, Teel, Lame, Jenkins, Radocchia, Montgomery, Cokely, Cole, Delgado

**Against: (0)**

**Abstain: (0)**

8. Our next meeting will be held on Friday, August 9, 2019 from 12:00pm – 2:00pm at the Burroughs Community Center.



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**(6.0) Recipients Office Report**

Tom Butcher gave the following report:

1. The site visits are completed and went very well.
2. The Clinical Quality Management plan is due 7/1 by all regions and then Tom will develop a master plan from these.
3. June 24<sup>th</sup> will be the announcement of the winner of the 'Getting to Zero' grant, there will be 5 winners

**(7.0) New/Old Business**

**Planning Council Training**

There was a presentation on the Priority Setting and Resource Allocation Process. The process was described and attendees were given an overall review of what to expect at the meeting in August

**(8.0) Regional Updates**

There were no updates this month.

**(9.0) Community Input**

There was none

**(10.0) Announcements**

All announcements will be emailed to staff and sent to all PC members.

**(11.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:09pm

Upcoming Planning Council Meetings: **NO MEETINGS IN JULY**

- Special Priority Setting & Resource Allocation Meeting: Thursday, August 1<sup>st</sup>, 9:00am – 2:00pm
- Executive Committee - Friday, August 9<sup>th</sup>, 9:30am – 10:30am
- M/F -Friday, August 9<sup>th</sup>, 10:30am – 11:30am
- Planning Council – Friday, August 9<sup>th</sup>, 12:00pm – 2:00pm



NEW HAVEN / FAIRFIELD  
**COUNTIES**  
 RYAN WHITE PLANNING COUNCIL

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**Attendance Record – 2019**

	<b>Council Member</b>	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	X	A				
2.	Max Cisneros <b>Co-Chair (MF)</b>	X	X	A	X	X	A				
3.	David Colbert	-	-	-	-	X	A				
4.	Cassandra Cokley	A	X	A	X	X	X				
5.	Chris Cole <b>PC Co-Chair</b>	X	X	X	X	A	X				
6.	Loreen Cuiman	X	X	X	A	X	A				
7.	Sabrina Delgado	A	X	A	X	A	X				
8.	Thomas Evans	X	X	X	X	A	A				
9.	Heather Garofalo	X	A	X	X	X	A				
10.	Lauren Gau <b>Co-Chair (SPA)</b>	X	X	X	X	X	X				
11.	Lisa Gluz	X	X	X	X	X	X				
12.	Heidi Jenkins	A	A	X	X	X	X				
13.	Albana Lame <b>Co-Chair (QI)</b>	X	X	X	X	X	X				
14.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	A	A	X	X				
15.	Richard Radocchia <b>Co-Chair (MF)</b>	X	A	X	X	X	X				
16.	Christine Romanik <b>Co-Chair (QI)</b>	X	X	X	X	X	X				
17.	Roberta Stewart <b>PC Co-Chair</b>	X	X	X	X	X	X				
18.	Aaron Stuart	-	-	-	-	X	A				
19.	Charlotte Teel	X	X	X	X	X	X				
20.	Donald Winfrey	-	-	-	-	X	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	79%	74%	68%	79%	77%	60%				

Guests: Daniel Pettit, Yadira McLaughlin, Christina Rizk, Tequetta Valeriano, Ken Flight