



*Roberta Stewart & Chris Cole, Co-Chairs*

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, September 13, 2019  
**Start Time:** 12:00pm  
**End Time:** 1:25 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 August 9, 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 August 9, 2019 Meeting Minutes

A motion to approve the August 9, 2019 minutes was made by David Colbert and seconded by Inthiany Ardila.

**For: (8)** Cuiman, Stewart, Lame, Teel, Delgado, Garofalo, Colbert, Ardila

**Against: (0)**

**Abstain: (5)** Cisneros, Cole, Radocchia, Gluz, Cokely

#### (5.0) Planning Council Committee Reports

##### Strategic Planning & Assessment Committee

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held on September 5, 2019

1. We voted on and approved minutes from June 6, 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. Staff presented a five-month (March – August) service utilization report in order to monitor this more closely for the PSRA process.
4. Staff also presented a March – August OAHs Insurance Report by Region, again to help monitor this for the PSRA process.
5. We discussed a new study (needs assessment) that will include the entire EMA. Staff will use the statewide needs assessment and create draft for us to review next month. It will focus on point 2 (treat) and 4 (respond) from Ending the HIV Epidemic Plan for America.



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6. Our next meeting will be held on Thursday, October 3, 2019 from 9:30am – 12:00pm at the Burroughs Community Center.

#### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on September 5, 2019:

1. We voted on and approved the minutes from the June 6, 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 presented the site visit findings for all regions.
4. We identified 3 different QI meetings that will focus on reviewing/updating service standards. On October 3rd we will review OAHS, MCM, oral health and HIPCSA and the meeting will run from 12:00 – 3:00. Staff will send an email to all region leads asking for representation for each standard to contribute to the discussion.
5. Staff also presented a March – August OAHS Insurance Report by Region, again to help monitor this for the PSRA process.
6. Our next meeting will be held on Thursday, October 3, 2019 from 12:00pm – 3:00pm at the Burroughs Community Center.

#### Membership/Finance Committee

Max Cisneros gave the following report:

Here is a summary of our meeting that was held today, September 13, 2019

1. We voted on and approved the minutes from the August 9, 2019 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We reviewed feedback from the August 9<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 was reported accurately
6. We invited a new member into the membership application process

#### **(6.0) Recipients Office Report**

Tom Butcher gave the following report:

- They are currently working on the grant application which is due on September 30, 2019.
- They are interviewing for the position for the 'Getting to Zero' campaign.
- USCA was very informative.

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

##### **Planning Council Training**

Max Cisneros and Rich Radocchia presented the New Planning Council training.

#### **(8.0) Regional Updates**

Rudy Feudo for Region 3 is the new Executive Director at GBAPP.

#### **(9.0) Community Input**

There was none



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

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**(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 1:25pm

**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	X	X		
2.	Max Cisneros <b>Co-Chair (MF)</b>	X	X	A	X	X	A	X	X		
3.	Cassandra Cokley	A	X	A	X	X	X	A	X		
4.	David Colbert	-	-	-	-	X	A	X	X		
5.	Chris Cole <b>PC Co-Chair</b>	X	X	X	X	A	X	X	X		
6.	Loreen Cuiman	X	X	X	A	X	A	X	X		
7.	Sabrina Delgado	A	X	A	X	A	X	X	X		
8.	Thomas Evans	X	X	X	X	A	A	A	A		
9.	Heather Garofalo	X	A	X	X	X	A	X	X		
10.	Lauren Gau <b>Co-Chair (SPA)</b>	X	X	X	X	X	X	A	A		
11.	Lisa Gluz	X	X	X	X	X	X	A	X		
12.	Heidi Jenkins	A	A	X	X	X	X	X	A		
13.	Albana Lame <b>Co-Chair (QI)</b>	X	X	X	X	X	X	X	X		
14.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	A	A	X	X	X	A		
15.	Daniel Pettit	-	-	-	-	-	-	A	A		
16.	Richard Radocchia <b>Co-Chair (MF)</b>	X	A	X	X	X	X	A	X		
17.	Christine Romanik <b>Co-Chair (QI)</b>	X	X	X	X	X	X	X	A		
18.	Roberta Stewart <b>PC Co-Chair</b>	X	X	X	X	X	X	X	X		
19.	Aaron Stuart	-	-	-	-	X	A	A	A		
20.	Charlotte Teel	X	X	X	X	X	X	X	X		
21.	Donald Winfrey	-	-	-	-	X	A	A	A		
	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:	79%	74%	68%	79%	77%	60%	62%	62%		

Guests: Ken Flyte, Scott Nelson, Kartisha Hall, Charlene Lee, Elda Thomas, Krystle Moore, Savinia Neal, Jean Brown, Sara Burns, Jen LoSchiavo, Rudy Fuedo