

## Planning Council Meeting Minutes

**Meeting Date:** Friday, October 11, 2019  
**Start Time:** 12:03 pm  
**End Time:** 1:25 pm  
**Location:** The Burroughs Community Center  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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### Summary of Committee Business Votes

- Approval of Minutes from September 13, 2019 meeting minutes

#### (1.0) Moment of Silence

Roberta called the meeting to order at 12:03 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (1.0) Welcome and Introduction.

Roberta 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

Roberta 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 September 13, 2019 Meeting Minutes

A motion to approve the September 13, 2019 minutes was made by Chris Cole and seconded by Christine Romanik.

**For: (10)** Stewart, Lame, Teel, Delgado, Colbert, Ardila, Cisneros, Cole, Radocchia, Cokley

**Against: (0)**

**Abstain: (3)** Pettit, Montgomery, Romanik

#### (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 October 3, 2019

1. We voted on and approved minutes from September 5, 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 requested to see the utilization report for 3/1/19 – 8/31/19 again. The numbers have been updated throughout the regions and we would like to see the most recent data.
4. We also asked to see the 3<sup>rd</sup> quarter numbers (9/1/19 – 11/30/19) for this report at January's meeting.
5. Staff lead a discussion on the upcoming EMA wide N/A and it was determined that would there would 1 survey for 'out of care' clients that EIS would conduct and another survey for 'in care'

clients that would have several different methods of conducting the survey. Staff will present these at November's meeting.

6. Our next meeting will be held on Thursday, November 7, 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 October 3, 2019:

1. We voted on and approved the minutes from the September 5, 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 following service standards for review and updates by all attendees which included representation from all 5 regions:
  - a. Medical Case Management
  - b. Outpatient Ambulatory Health Services
  - c. Oral Health Services
4. Our next meeting will be held on Thursday, November 7, 2019 from 12:00pm – 3:00pm at the Burroughs Community Center.

#### Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on October 3, 2019:

1. We voted on and approved the minutes from the September 5, 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. We reviewed feedback from the September 13<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. We have one member who has fallen off the council due to excessive absences.
6. We invited a new member into the membership application process and approved the renewal applications of Cassandra Cokley and Lauren Gau:

Roberta Stewart made a motion to approve the renewal application of Cassandra Cokley and Lauren Gau:

**For: (13)** Stewart, Lame, Teel, Delgado, Colbert, Ardila, Cisneros, Cole, Radocchia, Cokley, Pettit, Montgomery, Romanik

**Against: (0)**

**Abstain: (0)**

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

Tom Butcher gave the following report:

- They are having a CQM meeting on 10/23 to discuss and review the PDSA.
- Manny Rivera will be the new project director for the 'Getting to Zero' campaign.
- Community Involvement will be extremely important with this campaign

**(7.0) New/Old Business  
Planning Council Training**

Joanne Montgomery presented the training on Directives.

**(8.0) Regional Updates**

There were none

**(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 1:25pm

**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	X	
2.	Max Cisneros <b>Co-Chair (MF)</b>	X	X	A	X	X	A	X	X	X	
3.	Cassandra Cokley	A	X	A	X	X	X	A	X	X	

4.	David Colbert	-	-	-	-	X	A	X	X	X	
5.	Chris Cole <b>PC Co-Chair</b>	X	X	X	X	A	X	X	X	X	
6.	Loreen Cuiman	X	X	X	A	X	A	X	X	A	
7.	Sabrina Delgado	A	X	A	X	A	X	X	X	X	
8.	Heather Garofalo	X	A	X	X	X	A	X	X	A	
9.	Lauren Gau <b>Co-Chair (SPA)</b>	X	X	X	X	X	X	A	A	A	
10.	Lisa Gluz	X	X	X	X	X	X	A	X	A	
11.	Heidi Jenkins	A	A	X	X	X	X	X	A	A	
12.	Albana Lame <b>Co-Chair (QI)</b>	X	X	X	X	X	X	X	X	X	
13.	Joanne Montgomery <b>Co-Chair (SPA)</b>	X	X	A	A	X	X	X	A	X	
14.	Daniel Pettit	-	-	-	-	-	-	A	A	X	
15.	Richard Radocchia <b>Co-Chair (MF)</b>	X	A	X	X	X	X	A	X	X	
16.	Christine Romanik <b>Co-Chair (QI)</b>	X	X	X	X	X	X	X	A	X	
17.	Roberta Stewart <b>PC Co-Chair</b>	X	X	X	X	X	X	X	X	X	
18.	Aaron Stuart	-	-	-	-	X	A	A	A	A	
19.	Charlotte Teel	X	X	X	X	X	X	X	X	X	
20.	Donald Winfrey	-	-	-	-	X	A	A	A	A	
	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:	79%	74%	68%	79%	77%	60%	62%	62%	65%	

Guests: Ken Flyte, Charlene Lee, Elda Thomas, Krystle Moore, Sara Burns, Jamelia Beckford, Dennis Torres, Clunie Jean-Baptiste, Tequetta Valeriano, Brenice Duroseau, Nancy Kingwood