



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, April 12, 2019
Start Time: 12:07pm
End Time: 1:45 pm
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from March 15, 2019 meeting minutes

(1.0) Moment of Silence

Roberta 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.

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 March 15, 2019 Meeting Minutes

A motion to approve the March 15, 2019 minutes was made by Rich Radocchia and seconded by Inthiany Ardilla

For: (12) Ardila, Evans, Gau, Gluz, Romanik, Stewart, Teel, Lame, Cole, Garofalo, Jenkins, Radocchia

Against: (0)

Abstain: (3) Cokley, Cisneros, 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 March 7, 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 has emailed all regions the MCM Client Health Insurance Survey and this is due back April 26th.
4. We discussed the datasets we're considering for the upcoming 2020 PSRA process. There was a lengthy discussion and we will continue discussing this in May.
5. We also discussed the utilization report that Arvil creates for us and have decided to breakdown this report in greater detail for the following: mental health, in/out substance

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abuse, housing and food bank for each region. Staff will present this information at the May meeting.

6. Our next meeting will be held on Thursday, May 2, 2019 from 9:30am – 12:00pm at the Burroughs Community Center.

Quality Improvement Committee

Christine Romanik gave the following report:

1. We voted on and approved the minutes from the February 7, 2019 and March 7, 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. Albana and Roberta gave feedback on the 2 different surveys they were asked to give to clients. The outcome was that the version without all services listed was better and easier to understand. It still was a little long from the client's opinion but easier to understand. The survey without all of the services listed was approved to roll out throughout the regions.
5. Our next meeting will be held on Thursday, May 2, 2019 from 12:00pm – 2:00pm 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, April 12, 2019

1. We voted on and approved the minutes from the March 15, 2019 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We reviewed feedback from the March 15th PC meeting and all feedback was favorable.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas.
5. We reviewed the PC member attendance and 2 members will receive attendance letters as they have 4 absences at this time.
6. We invited a new Planning Council applicant into the application process and approved 3 new applicants to move forward to the Planning Council for final approval to the council:

VOTE: Max Cisneros made a motion to approve the following applicants for membership to the Planning Council; Aaron Stuart, Donald Winfrey and David Colbert.

For: (15) Ardila, Evans, Gau, Gluz, Romanik, Stewart, Teel, Lame, Cole, Garofalo, Jenkins, Radocchia, Cokley, Cisneros, Delgado

Against: (0)

Abstain: (0)

7. We reviewed and approved the updated Planning Council application that had been updated by staff.
8. The Recipient presented the Expenditure by Service Category report and we reviewed that.

(6.0) Recipients Office Report

Tom Butcher gave the following report:



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1. They are finalizing the details on hiring their new Quality Assurance Manager, hopefully starting on April 16th
2. They are having Jesse Thomas from ECompass present a training on a new possible software program to replace CAREWare.

(7.0) New/Old Business

Planning Council Training

There was a presentation on the 'Getting to Zero' campaign.

(8.0) Regional Updates

There were no updates this month.

(9.0) Community Input

There was none

(10.0) Announcements

Kartisha will email announcement to staff for the website

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:45pm pm

• **Upcoming Planning Council Meetings**

1. SPA –Thursday, May 2nd, 9:30am – 12:00pm
2. QI – Thursday, May 2nd, 12:00pm – 2:00pm
3. Executive Committee - Friday, May 10th, 9:30am – 10:30am
4. M/F – Friday, May 10th, 10:30am – 11:30am
5. Planning Council – Friday, May 10th, 12:00pm – 2:00pm



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Attendance Record – 2019

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

Guests: Donald Winfrey, Aaron Stuart, Jamelia Beckford, Kartisha Hall, David Colbert, Jen LoSchiavo, Sara Burns, Bonnie Hopkins, Alida Cuevas, Shay Ingersoll, Nathan Santana, Yadira McLaughlin, Dustin Pawlow, Tia Gaines, Ken Flight