

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, October 9, 2020  
**Start Time:** 12:04 pm  
**End Time:** 12:58 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Minutes from September 11, 2020 meeting
- Updated 202 By Laws

**(1.0) Moment of Silence**

Chris called the meeting to order at 12:04 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction.**

Chris 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**

Chris announced that we are currently looking for a new co-chair for the Strategic Planning & Assessment committee.

**(4.0) Community Input**

- Rev. Alexander Garbera had questions about Covid Relief Funds and Dental Funds.
- Dan Pettit shared that 10/10/2020 is World Mental Health Day.

**(5.0) Approval of the September 11, 2020 Meeting Minutes**

A motion to approve the September 11, 2020 minutes was made by Rich Radocchia and seconded by David Colbert

**For: (10)** Cisneros, Cokley, Colbert, Lame, Montague, Namias, Pettit, Radocchia, Stewart, Teel

**Against: (0)**

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

**(6.0) 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 1, 2020:

1. We voted on and approved minutes from September 3, 2020.
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 need a co-chair for this committee and are looking for interested members.
4. Staff presented the attendance requirement section of our current by laws along with a proposed amendment to the language that would consider a declared state of emergency as we are currently experiencing with Covid 19. Roberta explained that due to unavoidable circumstances, Planning Council members have been unable to attend meetings as required.

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This will allow for a suspension of the requirement during this time. This was approved and staff will e-mail the amended by laws to all Planning Council members for review 7 days prior to the October Planning Council meeting.

Chris Cole made a motion to accept the updated NHFF 202 By Laws:

**For: (11)** Cisneros, Cokley, Colbert, Lame, Namias, Pettit, Radocchia, Stewart, Teel, Cole, Flyte

**Against: (0)**

**Abstain: (1)** Montague

5. We discussed the MCM Universal Intake Forms packet (Intake, Assessment, Acuity and Care Plans). Each region identified 1 point of contact who will participate in a meeting to review these forms and make final updates. Staff will email this packet along with a Doodle poll to find out what day/time works best for the group.
6. We reviewed the data request from Arvil concerning the utilization report from March – June 2020. In reviewing Region 1's client numbers last month for OAHS (Outpatient Ambulatory Health Services) and MCM (Medical Case Management) the committee asked for verification. The OAHS number was higher than expected and the MCM number was lower than expected. After reviewing the newly requested data and having explanations given by Region 1 representatives, the committee was satisfied.
7. Define new study – We reviewed the questions from the Non-Virally Suppressed Needs Assessment done in 2018 and updates were suggested. Staff will go back and make changes and present them at November's meeting.
8. We reviewed and updated our current Directives. There was still concern about the Rapid Reallocation section and staff will rework this section and present it at November's meeting.
9. In it to End it, Getting to Zero: John Sapero discussed that the Leadership Team for the initiative had met on Wednesday, September 23<sup>rd</sup>. The Team reviewed a proposed strategy to engage HIV community stakeholders, PLWH and others to inform the planning process. He is currently working with LGBTQ+ and other organizations to identify opportunities to engage clients to take part in the listening sessions.
10. We talked briefly about the Comprehensive Plan and staff shared that HRSA has delivered guidance to table this until further notice.
11. We have one new parking lot item – Discussion regarding virtual vs. in person meetings.

#### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on October 1, 2020:

1. We approved the meeting minutes from September 3, 2020.
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. Staff along with Dionne Kotey, the Quality Assurance Manager from the Recipient's office, presented on the Clinical Quality Management Plan. The presentation reviewed the annual quality goals of the CQM program, explained the CQM committee leadership and their roles, and outlined the structure of the CQM Plan.
4. We also discussed the Assessment of the Administrative Mechanism process and one change for next year will be that Staff will be conducting the surveys by personally interviewing all Regional Leads and Sub/sub Recipients. This will ensure clear communication and understanding of the questions that are being asked.

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5. Staff announced that there will be a pre-monitoring workshop for 10/14 at 9AM EST to guide all regions through the upcoming monitoring process.

#### Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, October 9, 2020:

1. We approved the minutes from the September 11, 2020 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 reviewed feedback from the September 11 PC meeting. All feedback was positive.
4. We have 2 new membership applications, and both applicants were invited into the membership application process.
5. We reviewed all attendance and all attendance was reported accurately.
6. We analyzed Planning Council membership for the Federal Reflectiveness Mandate. The Non-Conflicted HIV Status target is greater than 33% and our current percentage is 40%.
7. Rich Radocchia gave an update from the social media task force. They are in process of determining how other Planning Councils utilize different social media platforms to help with recruitment.
8. Staff presented an overview of 'Mindflash' an online learning management system. After the presentation, attendees felt it would be too overwhelming to navigate for PC members and asked if trainings could be placed on our website. Staff is going to look into that.

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

The Ryan White office reported the following:

- They've completed and submitted the federal grant application on Tuesday.
- Tom and Lakeisha have been working on Covid-19 contracts which are in corporate council. Also processing the Carryover Contracts to move them through the system.
- Arvil Alicea has been attending the HRSA webinars on the RSR for posting.
- Dione Kotey has finalized the CQM Plan and is planning on presenting to each of the region leads.
- They are having ongoing discussions with the DIS and ICM teams to streamline the work that they are doing together.

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

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

John Saperro shared that the updates to the website are being finalized. He also shared HIVCareSystemDynamics.org, a website from Peg Weeks that has a model on the service delivery mix of care and prevention services to impact your community.

- **Planning Council Training**

A Presentation on the Planning Council Orientation was given by staff. The presentation broke down each of the committees and their responsibilities, an overview of all stakeholders involved in the Ryan White Program for NHFF Counties and Robert's Rules of Order.

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

- **Region 1 (New Haven):** Dr. Villanueva shared that region 1 had the opportunity to present the data from their quarterly report. Transportation has been underspent in the region so it has

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been presented to implement Uber and Lyft for medical transportation needs. They are also discussing how to use technology to make it easier for consumers to join meetings.

- **Region 2 (Waterbury):** Kathy Pitner shared that the region has acquired the Chase Clinic and the infectious disease clinic. They are working with clients to identify upcoming events and how to work with them virtually (Thanksgiving and Christmas). Mental Health Substance Abuse providers are working with clients to work on in-patient services.
- **Region 3 (Bridgeport):** Francesca Quettant shared that they are preparing for the upcoming audit. Jean Brown has been promoted in the agency and will be joining more planning council meetings. They are also planning virtual conversations to reach the HIV community in the region and establishing partnerships for black lives and trauma.
- **Region 4 (Stamford/Norwalk):** Gigi Chaux shared that things are beginning to normalize in the region now that people are coming back. They are working with the sub-sub-recipients to make sure that data is being entered correctly.
- **Region 5 (Danbury):** Albana shared that Region 5 has finally acquired the building that will host everything for Region 5 and will be opening their own clinic. Looking forward to the changes that we will be bringing to the region.

**(10.0) Community Input**  
none

**(11.0) Announcements**

- Charlene Lee shared that there is a pop-up testing for Covid-19 that will be taking place at Liberation Programs.
- Mitchell Namias shared that the Department of Public Health has a new Section Chief and a thank you for helping to renew CADAP clients.
- Max Cisneros shared the link for the Queers and Pandemics Panel.
- New Haven Mayor’s Task Force on AIDS will meet Oct 13<sup>th</sup> at Noon.

**(12.0) Parking Lot Items**  
None

**(13.0) Adjournment** - The meeting adjourned at 1:28 pm

**Attendance Record – 2020**

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	-	-	X	X	X	X	A	

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2.	Max Cisneros	A	X	-	-	A	X	X	X	X	
3.	Cassandra Cokley	X	X	-	-	A	A	X	X	X	
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	-	-	X	X	A	A	X	
5.	David Colbert	A	X	-	-	X	X	X	X	X	
6.	Loreen Cuiman	X	X	-	-	A	A	A	A	A	
7.	Sabrina Delgado	X	X	-	-	X	X	X	X	A	
8.	Armando Erba							X	X	A	
9.	Linda Ferraro	-	-	-	-	A	A	X	A	A	
10.	Kenneth Flyte	-	-	-	-	A	A	A	A	X	
11.	Lisa Gluz	X	X	-	-	A	A	A	A	A	
12.	Robert James							A	A	A	
13.	Albana Lame	X	A	-	-	X	X	A	X	X	
14.	Ronald Montague	-	X	-	-	A	A	X	X	X	
15.	Joanne Montgomery	X	X	-	-	X	X	X	A	A	
16.	Mitchell Namias	-	-	-	-	X	X	X	X	X	
17.	Daniel Pettit	A	A	-	-	X	X	A	X	X	
18.	Richard Radocchia	X	X	-	-	X	X	A	X	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A	X	X	X	
20.	Charlotte Teel	X	X	-	-	X	X	X	X	X	
	Ryan White Office	X	X	-	-	X	X	X	X	X	
	Planning Council Staff	X	X	-	-	X	X	X	X	X	
	% of Council present:	81%	88%	-	-	63%	63%	62%	65%	60%	

Guests: Dennis Torres, Ben Geertz, Carmen Cruz, Clunie Jean-Baptiste, Francesca Quettant, Gigi Chau, Jamelia Beckford, , Rev. Alexander Garbera, Brian Datcher, Charlene Lee, Dr. Merceditas Villanueva, Rose Molnar, Tequetta Valeriano, Kathy Pitner, Stuart Lane