

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, November 13, 2020  
**Start Time:** 12:04 pm  
**End Time:** 1:46 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Minutes from October 9, 2020 meeting
- 2 renewal Planning Council member applications and 2 new Planning Council member applications where attendance requirements were met.
- Unobligated Balance Estimate from the Recipient's office.

**(1.0) Moment of Silence**

Roberta 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.**

Roberta 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**

- Roberta announced that we are currently looking for a new co-chair for the Strategic Planning & Assessment committee.
- She also reviewed the Planning Council meeting schedule for 2021.

**(4.0) Community Input**

There was none

**(5.0) Approval of the October 9, 2020 Meeting Minutes**

A motion to approve the October 9, 2020 minutes was made by Rich Radocchia and seconded by David Colbert

**For: (10)** Ardila, Cisneros, Colbert, Cole, Flyte, Lame, Namias, Pettit, Radocchia, Teel

**Against: (0)**

**Abstain: (2)** Montgomery, Stewart

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 5, 2020:

1. We voted on and approved minutes from October 1, 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. Rich Radocchia is considering this position. We would need to fill his Co-Chair position for the Membership/Finance committee.

*Roberta Stewart & Chris Cole, Co-Chairs*

4. We discussed the MCM Universal Intake Forms packet (Intake, Assessment, Acuity and Care Plans). Jeff had a Zoom meeting with a representative from each region and all updates were made. We will be reviewing those updates at our January SPA meeting and this will be ready to go for GY 2021 beginning on March 1, 2021.
5. 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 January’s SPA meeting.
6. We reviewed the Rapid Reallocation section of the 2020 Directives. We will continue to review this make final updates at January’s SPA meeting.
7. Our next meeting will be held on Thursday, January 7, 2021 from 9:30am –12:00pm via Zoom teleconference.

Quality Improvement Committee

David Colbert gave the following report:

Here is a summary of our meeting that was held on November 5, 2020:

1. We approved the meeting minutes from October 1, 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 gave a high-level summary of the findings from the site visits which were conducted over the last 2 weeks in all 5 regions. Most commonly, there were issues with recertification of clients and may require a PDSA (Plan Do Study Act) to improve this. Also, there were findings with regions not adhering to CAPS on spending. This will all be detailed in the site visit findings reports given to the Recipient.
4. There will also be an audit of case manager charts. We need to review the Intensive Case Management service to ensure that it is working based on that section of the MCM service standard that was approved. The Strategic Planning and Assessment committee approved the service standard with the ability to make changes based on the actual implementation and outcomes of service delivery.
5. Our next meeting will be held on Thursday, January 7, 2020 from 12:00pm – 2:00pm via Zoom teleconference.

Membership/Finance Committee

Max Cisneros gave the following report:

Here is a summary of our meeting that was held today, November 13, 2020:

1. We approved the minutes from the October 9, 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 have 1 new membership application, and the applicant was invited into the membership application process. We also voted on and approved 2 renewal applications for Max Cisneros and Charlotte Teel and 2 new applications for Kathyleen Pitner and Brian Datcher where attendance requirements had been met.

Roberta Stewart made a motion to accept the 2 renewal applications for Max Cisneros and Charlotte Teel and 2 new applications for Kathyleen Pitner and Brian Datcher where attendance requirements had been met.

**For: (12)** Ardila, Cisneros, Colbert, Cole, Flyte, Lame, Montgomery, Namias, Pettit, Radocchia, Stewart, Teel

**Against: (0)**

**Abstain: (0)**

*Roberta Stewart & Chris Cole, Co-Chairs*

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4. We reviewed all attendance and all attendance was reported accurately.
5. 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%.
6. We reviewed and approved the Unobligated Balance Estimate of \$32,797:  
Roberta Stewart made a motion to accept the Unobligated Balance Estimate of \$32,797.  
**For: (12)** Ardila, Cisneros, Colbert, Cole, Flyte, Lame, Montgomery, Namias, Pettit, Radocchia, Stewart, Teel  
**Against: (0)**  
**Abstain: (0)**

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

The Ryan White office reported the following:

- Contracts have been executed for Covid Cares funds for rent. A fare market rent for the entire EMA for up to \$1500 per client. The other part of the funding has been approved for food. Up to \$250 will be approved per client.
- The carryover funds for each region have been determined. If you are not sure what the carryover funds in the region will be used for please speak to the region leads.
- It is a legislative requirement to redetermine eligibility for Ryan White every 6 months. If clients are not being recertified, you may not provide any services while they are not eligible.
- Monitoring will continue throughout the EMA.
- Arvil gave a follow up on the CDR report on monthly Cares Act Funds. Meetings will be set up to talk with the region leads and the data teams from each region.
- The Ryan White Service Report is coming up and data will be pulled on this information to compile the Recipient reports and the providers report. Client eligibility is very important to get right with this report.
- Dionne Kotey gave a report on Clinical Quality Management working with the regions to create a SWOT analysis on the Data Integrity.

**(8.0) New/Old Business**

- **Update on 'In It to End It'**  
John Sapero shared that the updates on the revisions being made to the website based on the feedback from the Planning Council. He has been engaging with different groups to participate in a strategic planning activity.
- **Planning Council Training**  
A Presentation on the Quarterly Expenditure Report, The Unobligated Balance Estimate and the Carryover Request was presented. This included high level aspects of each of the 3 reports.

**(9.0) Regional Updates**

- **Region 1 (New Haven):** Ben Geertz shared that region 1 is looking carefully at their eligibility recertification
- **Region 2 (Waterbury):** No Report

*Roberta Stewart & Chris Cole, Co-Chairs*

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- **Region 3 (Bridgeport):** Francesca shared that contracts for Cares funds have been amended. They are Starting a work group around the zip code presentation. Going through the process of cleaning up their data. Planning for World AIDS Day is underway.
- **Region 4 (Stamford/Norwalk):** Gigi Chaux gave the report. Working on recertification. Excited about the Dream Big Workshop, working on a video for the inter-faith service that will be virtual.
- **Region 5 (Danbury):** Albana gave the report that they are planning their World AIDS day plans that will be virtual this year.
- **Mitchell Namias** shared the flyer for Hep C from DPH and asked for feedback from attendees. Some suggestions were made and Mitchell will take those back to his work group.

**(10.0) Community Input**  
none

**(11.0) Announcements**

- Brian Datcher thanked everyone for all their hard work.
- Max will be hosting a Bi-weekly Spanish support group for HIV positive members of the community.
- Rich wanted to announce that Crystal Meth Anonymous Connecticut has four meetings virtually every week.

**(12.0) Parking Lot Items**  
None

**(13.0) Adjournment** - The meeting adjourned at 1:46 pm

*Roberta Stewart & Chris Cole, Co-Chairs*

**Attendance Record – 2020**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	-	-	X	X	X	X	A	X
2.	Max Cisneros	A	X	-	-	A	X	X	X	X	X
3.	Cassandra Cokley	X	X	-	-	A	A	X	X	X	A
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	-	-	X	X	A	A	X	X
5.	David Colbert	A	X	-	-	X	X	X	X	X	X
6.	Loreen Cuiman	X	X	-	-	A	A	A	A	A	A
7.	Sabrina Delgado	X	X	-	-	X	X	X	X	A	A
8.	Armando Erba							X	X	A	A
9.	Linda Ferraro	-	-	-	-	A	A	X	A	A	A
10.	Kenneth Flyte	-	-	-	-	A	A	A	A	X	X
11.	Lisa Gluz	X	X	-	-	A	A	A	A	A	A
12.	Robert James							A	A	A	A
13.	Albana Lame	X	A	-	-	X	X	A	X	X	X
14.	Ronald Montague	-	X	-	-	A	A	X	X	X	A
15.	Joanne Montgomery	X	X	-	-	X	X	X	A	A	X
16.	Mitchell Namias	-	-	-	-	X	X	X	X	X	X
17.	Daniel Pettit	A	A	-	-	X	X	A	X	X	X
18.	Richard Radocchia	X	X	-	-	X	X	A	X	X	X
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X	A	X	X	X	X
20.	Charlotte Teel	X	X	-	-	X	X	X	X	X	X
	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:	81%	88%	-	-	63%	63%	62%	65%	60%	60%

Guests: Dennis Torres, Ben Geertz, Jean Brown, Francesca Quettant, Gigi Chau, Jamelia Beckford, Brian Datcher, Charlene Lee, Tequetta Valeriano, Kathy Pitner, Jen Loschiavo