

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 10, 2025
Start Time: 12:05 pm
End Time: 1:46 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes of September 12, 2025, Meeting Minutes

(1.0) Moment of Silence

Chris called the meeting to order at 12:05pm. 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

- There is a project officer call on October 21, 2025 at 10:00am

(4.0) Community Input

There was none

(5.0) Approval of September 12, 2025, Meeting Minutes.

A motion to approve the September 12, 2025 meeting minutes was made by Inthiany Ardila and seconded by Gloria McNeil

For: (9): Ardila, Bigby, Cole, Datcher, Geter, Johns, McNair, McNeil, Pennacchia

Against: (0)

Abstain: (3) Burdick, Davis, Santella

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Anthony gave the following report:

Here is a summary of our meeting that was held on October 2, 2025:

1. We voted on and approved the minutes from September 4, 2025.
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. We will also add to the PCAT from January – April, 'Update from CHCP on Integrated HIV Prevention & Care Plan'
3. Ella will bring to November's meeting a presentation on the housing service performance measures.
4. We heard an update from the small group PSRA process meeting, and we will be meeting again on 10/21. Anthony addressed concerns raised by Brian and Libra about the lack of consumer representation in the smaller work group examining priority setting and resource allocation processes. She acknowledged their points and committed to bringing the issue to the next meeting

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5. Staff presented the current service standards, and several items were discussed. The Recipient was asked to remind all providers that HIV status documentation is only needed for initial eligibility, not annually.
6. A data request will be sent by staff to the Recipient's office to evaluate the use of MAI funds in the intensive medical case management service. This includes the following information: last year's award, how it was spent, whether there were any unspent funds, and this year's allocation.
7. There is a statewide needs assessment being conducted by DPH and these results will be shared by Mitchell when completed.
8. Our next meeting will be on November 6, 2025.

Membership/Finance Committee (M/F)

Christopher Johns gave the following report:

1. We voted on and approved the meeting minutes from September 12, 2025.
2. We reviewed attendance and discussed concerns with membership retention.
3. We still need a 'Hospital planning agencies or health-care planning agencies' representative to fulfill the HRSA requirement. We continue to work on this.
4. We have 20 Planning Council members with 40% being community members.
5. Our training today will be a debrief session on the PSRA process.

(7.0) Recipient's Office Report

Ella Pluchino gave the following report:

- She introduced the new clinical quality manager as well as her new supervisor.
- They are preparing for their monitoring visits.
- They are working on their contract amendments due to the notice of the final award.
- Brian asked a question regarding the language in the MAI category and the need for any changes due to the new administration. Ella explained that they are working on that and getting more clarity as to the expectations.

(8.0) New/Old Business

• **Planning Council Training**

Chris Cole presented a training on Consumer Involvement and Leadership Development. This included the following:

- a. Core principles of consumer involvement
- b. Skills for effective participation
- c. Identifying challenges and successes in HIV care

There was a great deal of participation during this training. Libra raised the importance of implementing a consumer advocacy group, she has had training completed through NMAC. Staff will work on a plan to develop this and bring it to next month's meeting. She and Brian volunteered to lead this committee.

(9.0) Community Input

There was none

(10.0) Announcements

There were none

(11.0) Parking Lot Items

There are none

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

Attendance Record – 2025

	Council Member	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	A	A	X	X	X	
2.	Maria Bigby	A	A	X	X	X	X	X	X	
3.	Jeremie Burdick	X	X	X	X	X	A	X	X	
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X	X	X	X	X	
5.	Brian Datcher	A	X	X	X	A	X	X	X	
6.	Libra Davis	X	A	X	X	X	X	A	X	
7.	Kasima Geter	-	-	-	-	-	X	X	X	
8.	Christopher Johns	X	X	X	X	X	A	X	X	
9.	Clara Johnson	X	A	X	X	X	A	A	A	
10.	LaTonya McNair	X	X	X	X	X	X	X	X	
11.	Gloria McNeil	X	X	X	X	X	X	X	X	
12.	Joanne Montgomery	X	X	X	X	X	A	X	A	
13.	Mitchell Namias	X	X	X	X	X	X	A	A	
14.	Ruth Pennacchia	X	X	X	X	X	X	X	X	
15.	Richard Radocchia	X	X	X	X	X	X	X	A	
16.	Carmella Ricciardelli	X	X	X	X	A	A	A	A	
17.	Eddy Rodriguez	-	-	-	X	X	A	A	A	
18.	Anthony Santella	X	X	X	X	X	X	A	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	A	X	A	
20.	Sophie Walton	-	-	-	-	X	X	X	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:	80%	70%	85%	76%	81%	65%	70%	60%	

Guests: Haily Rose, Jennifer Dagraca, Clunie Jean-Baptiste, Jamelia Beckford, Rebecca Rioux, Ray Ruiz, Natalie Oda, John, Raphael, Gregory, Chloe Johnson, Krystal Medley, Kelly Wright, Keith Taylor, Migdalia Garcia