

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, June 14, 2024
Start Time: 12:00 pm
End Time: 1:24 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 10, 2024, Meeting Minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:00pm. 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

- We will be having our Priority Setting meeting on Tuesday, July 30th and our Resource Allocation meeting on Thursday, August 1st.

(4.0) Community Input

There was none

(5.0) Approval of the May 10, 2024, Meeting Minutes.

A motion to approve the May 10, 2024 meeting minutes was made by Anthony Santella and seconded by Joanne Montgomery.

For: (8): Johns, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Stewart

Against: (0)

Abstain: (3) Ardila, Datcher, Johnson

(6.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on June 6, 2024:

1. We voted on and approved the meeting minutes from May 2, 2024.
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 discussed the datasets we will use for next year's PSRA process:
 - a. Large Comprehensive In Care Needs Assessment – Staff presented the results from all 5 regions and a total of 502 surveys. We discussed the question we ask regarding gender identity and will look to update that question to make it more reflective of all clients. We determined what question we will focus on for the priority setting process

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- b. Unduplicated client count by service category by region from the Recipient's office was presented and we reviewed the latest report from Arvil. This is the data we will use for our PSRA process.
4. Dustin Pawlow was unable to present the data we had requested from the state in a more user-friendly presentation and will do that in September for us.
5. We reviewed the survey questions from the Assessment of the Efficiency of the Administrative Mechanism (AEAM) and made one update. Staff will be sending these out and we'll review all responses during our September Executive Committee meeting.
6. Our next meetings will be held **on July 30th for the Priority Setting process and on August 1st for the Resource Allocation process** in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today June 14, 2024:

1. We voted on and approved the meeting minutes from May 10, 2024.
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 discussed the following topics:
 - a. We reviewed the reflectiveness documents and we're working on finding representation in the following areas – local public health agencies, hospital planning or health-care planning agencies and state Medicaid agencies. Connections have been made for all areas.
 - b. We reviewed the PC feedback from May 10, 2024. There were concerns about attendees behavior and also the complexity of the trainings. This was discussed in M/F as well as the PC meeting and we are working towards improving these areas.
 - c. We reviewed 3 new applications and invited all 3 into the membership application process. We also approved the Planning Council co-chair application of Roberta Stewart:
Rich Radocchia made a motion to approve the Planning Council co-chair application of Roberta Stewart:
For: (10): Ardila, Datcher, Johns, Johnson, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella
Against: (0)
Abstain: (1) Stewart
 - d. We also approved 2 different carryover requests from the Recipient's office:
Rich Radocchia made a motion to approve the carryover request of \$39,101 to be used for food bank/home delivered meals divided evenly across all 5 regions.
For: (11): Ardila, Datcher, Johns, Johnson, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Stewart
Against: (0)
Abstain: (0)

Rich Radocchia made a motion to approve the carryover request of \$30,000 to be used for food bank/home delivered meals divided evenly across all 5 regions.
For: (11): Ardila, Datcher, Johns, Johnson, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Stewart
Against: (0)
Abstain: (0)

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- e. We reviewed attendance and most members are doing well.
 - f. We decided to do a training on a summary of the PSRA process in September.
4. Our next meeting will be held on October 11, 2024 in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Tom Butcher gave the following report:

1. They received the final award in May and there was about a \$70,000 reduction in funding.
2. Award letters will be sent in the beginning of July.
3. Axel said the carryover request can be sent to HRSA now that we have the final amount from Lakeisha.
4. The NOFO will be coming out in July and he will share that with us when he receives it.

(8.0) New/Old Business

- **Planning Council Training** – Anthony Santella presented a training on the resource allocations process and it included the following:
 1. An overview of the process itself
 2. The resource allocation final report from GY2024
 3. Core and support services allocation examples
 4. Regional allocation examples

(9.0) Community Input

There was none

(10.0) Announcements

- All announcements will be sent to staff for distribution.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 1:24pm

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Attendance Record – 2024

	Council Member	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	A	X			
2.	Maria Bigby	-	-	-	-	-	X			
3.	Marco Castro	X	X	X	X	X	A			
4.	Gigi Chaux	X	X	X	A	X	A			
5.	<i>Christopher Cole PC Co-Chair</i>	X	A	X	X	X	A			
6.	Brian Datcher	X	X	X	X	A	X			
7.	Libra Davis	-	-	-	-	-	A			
8.	Christopher Johns	X	X	X	X	X	X			
9.	Clara Johnson	A	X	X	X	A	X			
10.	Doris McCullough	-	-	-	-	-	A			
11.	Gloria McNeil	X	X	X	X	X	X			
12.	Joanne Montgomery	X	X	X	X	X	X			
13.	Mitchell Namias	X	X	X	X	X	X			
14.	Richard Radocchia	A	X	X	X	X	X			
15.	Carmella Ricciardelli	X	X	X	X	X	X			
16.	Anthony Santella	X	X	X	A	X	X			
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X			
18.	Lisa Weeks	A	A	X	X	A	A			
	Ryan White Office	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X			
	% of Council present:	67%	78%	83%	67%	61%	61%			

Guests: Jean Brown, Jamelia Beckford, Denese Smith Monroe, Keith Taylor, Afrika Hinds, Alyssa Perry, Dorothy Cohen, Mercedes Villanueva, Olivia Tempest, Latonya Latham, Sofia Swaby, Ruth Pennacchia