

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 9, 2025
Start Time: 12:04 pm
End Time: 1:02 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes of April 11, 2025, Meeting Minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:04pm. 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

- There is a project officer call on May 20, 2025 at 10:00am

(4.0) Community Input

There was none

(5.0) Approval of April 11, 2025, Meeting Minutes.

A motion to approve the April 11, 2025 meeting minutes was made by Joanne Montgomery and seconded by Anthony Santella.

For: (14): Bigby, Burdick, Cole, Davis, Johns, McNair, McNeil, Montgomery, Namias, Pennacchia, Radocchia, Rodriguez, Santella, Stewart

Against: (0)

Abstain: (3) Johnson, Castro, Walton

(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 May 1, 2025:

1. We voted on and approved the meeting minutes from April 3, 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.
3. We discussed the implementation of a newly diagnosed needs assessment survey. We decided to use the data that was supplied by the epidemiology department that identified clients who are not virally suppressed in GY2024 at the time of their last lab. The New Haven Health Department will create and distribute the survey link to providers, who will then administer it to eligible clients.

Roberta Stewart & Chris Cole, Co-Chairs

4. Dustin Pawlow from the HIV surveillance program presented the Care Continuum from 2023 that included data from the entire state as well as our EMA alone. It also included data about our three priority populations of focus, women of color, msm of color and transgender people of color.
5. Staff presented the assessment of the efficiency of the administrative mechanism survey tools for this year's process for GY2024. Each tool was reviewed and will be updated to remove redundant questions and ensure that the dates are brought current.
6. The approved directives document was discussed, we'll put the following items into the parking lot: MAI being used for the intensive medical case management service. Next month we'll review current resource allocation vs. the approved allocations from the GY25 process.
7. Staff presented the site visit 5-year trending document. Overall results were good, however there was a decline in the client satisfaction surveys.
8. Ella presented the GY25 CQM plan and the plan will focus on reducing the gap in care.
9. Our next meeting will be held on June 5, 2025 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Gloria McNeil and Christopher Johns gave the following report:

1. We've removed 1 Planning Council member due to excessive absences.
2. We have 2 applications in process those applicants are working on completing their attendance requirements. 1 individual has met their attendance requirement, and we had a renewal application both of which were approved:

VOTE:

Roberta Stewart made a motion to approve the Planning Council application of Kasima Jeter who has met her attendance requirements and has been approved by the Membership/Finance Committee and the renewal application of Inthiany Ardila who as been approved by the Membership/Finance Committee.

For: (17): Bigby, Burdick, Castro, Cole, Davis, Johns, Johnson, McNair, McNeil, Montgomery, Namias, Pennacchia, Radocchia, Rodriguez, Santella, Stewart, Walton

Against: (0)

Abstain: (0)

3. We still need a 'Hospital planning agencies or health-care planning agencies' representative to fulfill the HRSA requirement.
4. We have 21 Planning Council members with 48% being community members.
5. Our next Membership/Finance Committee meeting will take place on Friday, June 13, 2025.

(7.0) Recipient's Office Report

Ella Pluchino gave the following report:

- All contracts should be carried out this month.
- They are working on the GY24 progress report for HRSA and this is due at the end of the month.
- They are also working on the FFR as well.

(8.0) New/Old Business

- **Planning Council Training** – The Priority Setting Process. This training included the following topics:
 1. Roles and responsibilities of the Planning Council.
 2. Priority setting and resource allocation (PSRA) process.
 3. An example of the priority setting process.

Roberta Stewart & Chris Cole, Co-Chairs

(9.0) Community Input

A community shared how grateful they are for the support and guidance they receive from APEX Community Care.

(10.0) Announcements

- There is a HIV Aids Action Awareness Day at the State Capitol on Tuesday, April 15th from 10:30 to 12:30pm.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 1:02pm

Attendance Record – 2025

	Council Member	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	A	A				
2.	Maria Bigby	A	A	X	X	X				
3.	Jeremie Burdick	X	X	X	X	X				
4.	Marco Castro	A	A	A	A	X				
5.	Gigi Chaux	X	A	A	A	A				
6.	Christopher Cole PC Co-Chair	X	X	X	X	X				
7.	Brian Datcher	A	X	X	X	A				
8.	Libra Davis	X	A	X	X	X				
9.	Kasima Jeter	-	-	-	-	-				
10.	Christopher Johns	X	X	X	X	X				
11.	Clara Johnson	X	A	X	X	X				
12.	LaTonya McNair	X	X	X	X	X				
13.	Gloria McNeil	X	X	X	X	X				
14.	Joanne Montgomery	X	X	X	X	X				
15.	Mitchell Namias	X	X	X	X	X				
16.	Ruth Pennacchia	X	X	X	X	X				
17.	Richard Radocchia	X	X	X	X	X				
18.	Carmella Ricciardelli	X	X	X	A	A				
19.	Eddy Rodriguez	-	-	-	X	X				
20.	Anthony Santella	X	X	X	X	X				
21.	Roberta Stewart PC Co-Chair	X	X	X	X	X				
22.	Sophie Walton	-	-	-	-	X				
	Ryan White Office	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X				
	% of Council present:	80%	70%	85%	76%	81%				

Guests: Jean Brown, Lionel Thomas, Jen LoSchiavo, Merceditas Villanueva, Jennifer Dagraca, Nate, Mindy Garcia, Emily, Nate