

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, November 14, 2025
Start Time: 12:00 pm
End Time: 12:57 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes of October 10, 2025, 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

- There is a project officer call on November 18, 2025 at 10:00am

(4.0) Community Input

There was none

(5.0) Approval of October 10, 2025, Meeting Minutes.

A motion to approve the October 10, 2025 meeting minutes was made by Inthiany Ardila and seconded by Brian Datcher.

For: (11): Ardila, Bigby, Burdick, Cole, Datcher, Geter, Johns, McNair, McNeil, Pennacchia, Santella

Against: (0)

Abstain: (3) Montgomery, Stewart, Walton

(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 November 6, 2025:

1. We voted on and approved the minutes from October 2, 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 reviewed the presentation by Ella regarding the performance measures of the housing service standard.
4. We discussed the timeline for reviewing and providing feedback on service standards, with Ella and Ronnie planning to share updates by January 8th and potentially finalize them at the February meeting.
5. We heard an update from the small group PSRA process meeting, and we will be meeting again on 11/10.
6. Ella presented a financial breakdown of the MAI award from 2024 and 2025. There was a request to discuss a reallocation process if funds were going to be left unspent and staff will look into this.
7. We also briefly discussed the schedule of meetings for CY2026 and will look at this at next week's meetings.
8. Our next meeting will be on January 8, 2025.

Membership/Finance Committee (M/F)

Christopher Johns gave the following report:

1. We voted on and approved the meeting minutes from November 14, 2025.
2. We reviewed attendance will need to remove 2 Planning Council members due to excessive absences.
3. We still need a 'Hospital planning agencies or health-care planning agencies' representative to fulfill the HRSA requirement. We received an application from someone who may fill this position and are looking for more clarification. We'll continue to discuss this in January.
4. We have 20 Planning Council members with 40% being community members.
5. Today's training will be a presentation from Prime Therapeutics on Open Enrollment and Enrollment Support

(7.0) Recipient's Office Report

Ella Pluchino gave the following report:

- They have their project officer call on Tuesday next week in the morning and they also have their bi-monthly EMA-wide care continuum meeting. They will review expenditures and program updates and service utilization for the EMA.
- They are doing the Quality Assurance Program and Fiscal Monitoring and had our webinar on the 5th of November, and have everybody submitting that documentation for FY2024, by December 5th.
- She is creating a task plan to prepare for her maternity leave in January.

(8.0) New/Old Business

- **Planning Council Training**

Prime Therapeutics presented a training on Open Enrollment and Enrollment Support. This included the following:

- a. Importance of Health Insurance for Uninsured Individuals
- b. Open Enrollment Support and Services
- c. CT AIDS Drug Assistance Program and Required Documentation
- d. CIPA – CT Insurance Premium Assistance and Required Documentation
- e. Insurance Consultant Services

(9.0) Community Input

There was none

(10.0) Announcements

- Staff presented the meeting schedule for CY2026 and reviewed this with all attendees. This will be emailed out to everyone as well as meeting invitations that will go out in December.
- Brian Datcher shared information about the development of a Consumer Advisory Committee and this will be an ongoing discussion in the next months.
- Afrika Hinds announced that they have almost 50% of their needs assessment surveys completed, that's 934 individuals who have completed them.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 12:57pm

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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	X
2.	Maria Bigby	A	A	X	X	X	X	X	X	X
3.	Jeremie Burdick	X	X	X	X	X	A	X	X	X
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X	X	X	X	X	X
5.	Brian Datcher	A	X	X	X	A	X	X	X	X
6.	Libra Davis	X	A	X	X	X	X	A	X	A
7.	Kasima Geter	-	-	-	-	-	X	X	X	X
8.	Christopher Johns	X	X	X	X	X	A	X	X	X
9.	Clara Johnson	X	A	X	X	X	A	A	A	X
10.	LaTonya McNair	X	X	X	X	X	X	X	X	X
11.	Gloria McNeil	X	X	X	X	X	X	X	X	X
12.	Joanne Montgomery	X	X	X	X	X	A	X	A	X
13.	Mitchell Namias	X	X	X	X	X	X	A	A	A
14.	Ruth Pennacchia	X	X	X	X	X	X	X	X	X
15.	Richard Radocchia	X	X	X	X	X	X	X	A	A
16.	Carmella Ricciardelli	X	X	X	X	A	A	A	A	A
17.	Eddy Rodriguez	-	-	-	X	X	A	A	A	A
18.	Anthony Santella	X	X	X	X	X	X	A	X	X
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	A	X	A	X
20.	Sophie Walton	-	-	-	-	X	X	X	A	X
	Ryan White Office	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X
	% of Council present:	80%	70%	85%	76%	81%	65%	70%	60%	75%

Guests: Jennifer Dagraca, Clunie Jean-Baptiste, Jamelia Beckford, Natalie Oda, Chloe Johnson, Kelly Wright, Nitza Agosto, Melinda Vazquez, Joshua Heggie, Laura Adams, Sofia Swaby, Merceditas Villanueva, Joseph McCloskey, Matthew Shorter, Chantrice, Yolanda Hunter, Colleen