

Roberta Stewart & Chris Cole, Co-Chairs

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, April 12, 2024  
**Start Time:** 12:00 pm  
**End Time:** 1:33 pm  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the March 15, 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**

- HRSA Project Officer Call on April 16th at 10am.
- We will be having our Priority Setting meeting on Tuesday, July 30<sup>th</sup> and our Resource Allocation meeting on Thursday, August 1<sup>st</sup>.

**(4.0) Community Input**

There was none.

**(5.0) Approval of the April 12, 2024, Meeting Minutes.**

A motion to approve the April 12, 2024 meeting minutes was made by Joanne Montgomery and seconded by Clara Johnson.

**For: (13):** Ardila, Castro, Cole, Datcher, Johns, Johnson, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Stewart, Weeks

**Against: (0)**

**Abstain: (0)**

**(6.0) Planning Council Committee Reports**

Quality Improvement and Strategic Planning Committee (QISPA)

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on April 4, 2024:

1. We voted on and approved the meeting minutes from March 7, 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. Behavioral Health – Staff updated us on their progress and they will be meeting once a month moving forward.
  - b. Large Comprehensive In Care Needs Assessment – Staff presented the N/A questions with updates and this was approved.
  - c. 5 Community Forums, 1 for each region – Staff gave an update on the progress of these.

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- d. Unduplicated client count by service category by region was presented and we discussed how to further analyze this data.
4. Ella from the Recipient's office presented the quarterly review of the CQM performance measure portfolio.
5. Deryk from CR presented the 3 year trending results for the monitoring visits.
6. We also reviewed the data from DPH for the care continuum, our populations of focus and overall EMA data.
7. Our next meeting will be held on May 2, 2024 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:

8. We voted on and approved the meeting minutes from March 15, 2024.
9. 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.
10. 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.
  - b. We reviewed the PC feedback from March 15, 2024 and all feedback was favorable.
  - c. We reviewed several new applications. Many were moved into the application process and some needed follow-up from our co-chairs.
  - d. We reviewed attendance and most members are doing well. We're keeping an eye on just a couple who haven't attended any meetings this year.
  - e. We decided to do a training on the Priority Setting Process.
11. Our next meeting will be held on May 10, 2024 in person at Burroughs Community Center and via Zoom as well.

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

Tom Butcher gave the report.

1. There was a meeting with the Executive Committee to review the scope of work for this new grant year. He will move forward with the contract for GY2024.
2. All 5 regional contracts are with city hall and they're waiting to hear back on those.
3. There has been restructuring of the health department.

#### **(8.0) New/Old Business**

- **Planning Council Training** – Mitchell Namias presented a training on data and how it is used during our PSRA process. This included the following:
  1. What is a dataset
  2. An example of the service priorities from the GY2024 PSRA process
  3. How we calculate cost per client for the resource allocation process.
  4. Other funding sources

#### **(9.0) Community Input**

There was none

#### **(10.0) Announcements**

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- APNH is having a fundraising event called 'dining out for life'. There are restaurants who will donate a percentage of their proceeds on specific days if you order food to take out or eat in.

**(11.0) Parking Lot Items**

There are none

**(12.0) Adjournment** - The meeting adjourned at 1:33pm

**Attendance Record – 2024**

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

Guests: Kelly Wright, Jean Brown, Jamelia Beckford, Denese Smith Monroe, Migdalia Garcia, Suzette Davidson, Maria Bigsby, Andrew Stevens, Keith Taylor, Anthony Archer, John Louden, Jen LoSchiavo, Nitza Agosto, Afrika Hinds, Alyssa Perry, Clunie Jean Baptiste