
Planning Council Meeting Minutes

Meeting Date: Friday, March 15, 2024
Start Time: 12:00 pm
End Time: 1:39 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the February 9, 2024, Meeting Minutes

(1.0) Moment of Silence

Chris 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.

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

- HRSA Project Officer Call on March 19th at 10am.
- 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 February 9, 2024, Meeting Minutes.

A motion to approve the February 9, 2024 meeting minutes was made by Joanne Montgomery and seconded by Gigi Chaux.

For: (13): Ardila, Castro, Chaux, Datcher, Johns, Johnson, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Stewart

Against: (0)

Abstain: (2) Cole, Weeks

(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 March 7, 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 – Joanne updated us on the progress of this and it was determined that we'll form an small work group to review the assessments that Dr. Heimer suggested.
 - b. Large Comprehensive In Care Needs Assessment – Staff presented the N/A questions with updates and further updates were made. Staff will bring this back in April for a final review.

Roberta Stewart & Chris Cole, Co-Chairs

- c. 5 Community Forums, 1 for each region – Staff gave an update on the progress of these.
4. Our next meeting will be held on April 4, 2024 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held today:

5. We voted on and approved the meeting minutes from February 9, 2024.
6. 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.
7. 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 February 9, 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 data, how we use it and the importance of this during our PSRA process.
8. Our next meeting will be held on April 9, 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** – Rich Radocchia presented a new member training This training included the following:
 1. All PC committees
 2. Code of Conduct for all members
 3. Planning Council operations

(9.0) Community Input

There was none

(10.0) Announcements

- There were none.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 1:07pm

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record – 2024

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

Guests: Kelly Wright, Jean Brown, Jamelia Beckford, Denese Smith Monroe, Migdalia Garcia, Merceditas Villanueva, Kasima Geter, Keith Taylor, Anthony Archer, John Loudon, Jen LoSchiavo, Nitza Agosto, Afrika Hinds, Carlos Sagastume, Carol McCree