

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 15, 2026
Start Time: 12:05 pm
End Time: 1:31 pm
Location: Burroughs Community Center and on Zoom
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes of April 10, 2026, 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. Chris also emphasized the importance of inclusive participation, consumer voice, and shared responsibility.

(3.0) Co-Chair Announcements

Announcements included an upcoming HRSA site visit scheduled for early June and a Project Officer call, with expectations that HRSA will meet with consumers, Planning Council leadership, and the Recipient's Office to assess service effectiveness. Members were advised of increased activity and preparation requirements.

(4.0) Community Input

There was none

(5.0) Approval of April 10, 2026, Meeting Minutes.

Inthiany Ardila made a motion to approve the April 10, 2026 meeting minutes and Roberta Stewart seconded the motion.

For: (12): Ardila, Burdick, Datcher, Davis, Geter, Johns, McNair, Namias, Pennacchia, Radocchia, Santella, Stewart, Walton

Against: (0)

Abstain: (2) McNeil, Montgomery

(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 May 7, 2026:

1. We discussed the minutes of the April 2, 2026, meeting and an amendment was asked to be made. This will be made and these will be presented at June's meeting along with the minutes from the May 7th meeting.
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.

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3. The PSRA timing and process was discussed. New PSRA dates were confirmed on Wednesday, September 9th, 2026, from 9am – 1pm for the PS process and Friday, September 11, 2026, from 9am – 1pm for the RA process.
4. Staff will send out a Doodle poll to determine the most convenient day/time to have the data review meeting prior.
5. Staff will send Krystal the names and emails of all interested parties to develop a PSRA Ad hoc committee.
6. PSRA datasets were reviewed again and approved to also include the 2026 needs assessment data if available.
7. Mitchell presented an update on the integrated plan. The draft plan is 88% complete and staff will send the plan out for review by all stakeholders to prepare for a vote on the letter of concurrence.
8. Natalie presented the CQM Plan for GY26 where there will be an EMA wide initiative to focus on oral health.
9. The AEAM was discussed and the recipient's office was asked to bring a proposed process to the Executive Committee meeting on May 13th.
10. Our next meeting will be on June 4th from 9am – 10:30am with the Planning Council meeting to follow from 10am – 12pm.

Membership/Finance Committee (M/F)

Christopher Johns gave the following report:

1. We voted on and approved the meeting minutes from April 10, 2026.
2. We have 18 Planning Council members with 33.33% being non-conflicted consumers
3. Planning Council feedback overall was very good from the meeting on April 10, 2026.
4. Today's training will be a presentation on the Priority Setting Process.
5. We reviewed and approved the Planning Council applications of Ricardo Rivera and Keith Taylor.
VOTE: Roberta Stewart made a motion to approve the Planning Council applications of Ricardo Rivera and Keith Taylor to be moved forward for final appointment by the Mayor of the City of New Haven.

For: (14): Ardila, Burdick, Datcher, Davis, Geter, Johns, McNair, McNeil, Montgomery, Namias, Pennacchia, Radocchia, Santella, Stewart, Walton

Against: (0)

Abstain: (0)

6. There is no meeting in June.

(7.0) Recipient's Office Report

- All contract are fully executed through July.
- Preparing for the upcoming HRSA site visit
- Annual Progress Report due at the end of May
- System maintenance will be going on for CAREWare.
- Ongoing preparations for PSRA data development and reporting are also going on.

(8.0) New/Old Business

- **Planning Council Training**

A training session was conducted on Priority Setting & Resource Allocation (PSRA), emphasizing it as a core HRSA-mandated responsibility. The presentation reviewed:

- Use of data-driven decision-making (needs assessment, epidemiologic, utilization)
- Requirement to prioritize all service categories annually
- Importance of transparency and conflict-of-interest compliance
- Distinction between priority setting (ranking needs) and resource allocation (funding decisions)

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Members were informed of upcoming data review sessions and September PSRA meeting dates.

(9.0) Community Input

aCommunity input highlighted the importance of **transportation services** and awareness of available resources. Members emphasized the value of communication between the Council and community.

(10.0) Announcements

- Upcoming Connecticut HIV Planning Consortium meeting (Hartford)
- Multiple Pride events and community activities
- National HIV Testing Day events and Hepatitis-related outreach
- Organizational updates, including staff transitions

Members were encouraged to share events for broader distribution.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 1:57pm

Attendance Record – 2026

	Council Member	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	X				
2.	Maria Bigby	X	X	X	A	A				
3.	Jeremie Burdick	X	A	X	X	X				
4.	Christopher Cole PC Co-Chair	X	X	X	a	A				
5.	Brian Datcher	X	A	X	X	X				
6.	Libra Davis	X	A	X	X	X				
7.	Kasima Geter	X	X	X	X	X				
8.	Christopher Johns	X	X	X	X	X				
9.	LaTonya McNair	X	X	X	X	X				
10.	Gloria McNeil	X	X	X	A	X				
11.	Joanne Montgomery	X	X	X	A	X				
12.	Mitchell Namias	X	A	X	X	X				
13.	Ruth Pennacchia	X	A	X	X	X				
14.	Richard Radocchia	A	X	A	X	X				
15.	Eddy Rodriguez	A	A	A	A	A				
16.	Anthony Santella	X	X	X	X	X				
17.	Roberta Stewart PC Co-Chair	X	X	X	X	X				
18.	Sophie Walton	X	X	A	X	X				
	Ryan White Office	X	X	X	X					
	Planning Council Staff	X	X	X	X					

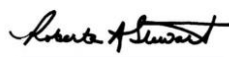


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	% of Council present:	85%	67%	83%	72%	88%				
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Guests: Unique Williams, Ray Ruiz, Clunie Jean Baptiste, Sofia Swaby, Jan DeGraca, Jamelia Beckford, Migdalia Garcia, Jean Brown, Denese Smith Munroe, Lou

Certified by Planning Council Co-Chairs on June 4, 2026


Roberta Stewart


Chris Cole

