

Roberta Stewart & Chris Cole, Co-Chairs

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, April 11, 2025  
**Start Time:** 12:05 pm  
**End Time:** 1:17 pm  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes of March 14, 2025, Meeting Minutes

**(1.0) Moment of Silence**

Chris called the meeting to order at 12:05pm. 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**

- There is a project officer call on April 15, 2025 at 10:00am

**(4.0) Community Input**

There were none

**(5.0) Approval of March 14, 2025, Meeting Minutes.**

A motion to approve the March 14, 2025 meeting minutes was made by Joanne Montgomery and seconded by Rich Radocchia.

**For: (15):** Bigby, Burdick, Cole, Datcher, Davis, Johns, McNair, McNeil, Montgomery, Namias, Pennacchia, Radocchia, Rodriguez, Santella, Stewart

**Against: (0)**

**Abstain: (0)**

**(6.0) Planning Council Committee Reports**

Quality Improvement and Strategic Planning Committee (QISPA)

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on April 3, 2025:

1. We voted on and approved the meeting minutes from March 6, 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. The City of New Haven Epidemiology Department will use an online platform for data collection and analysis and will handle the process. We also discussed the potential for case managers to assist with data collection, either directly or by sharing a link with clients. We also discussed the need for translation services for non-English speakers. Staff will update the survey tool with all recommended updates and send this to the QISPA co-chairs for approval. Once approved it will be sent to Arvil, Dorothy and Ella.

*Roberta Stewart & Chris Cole, Co-Chairs*

4. The PC co-chairs will draft an email to the health department with a request for incentives for this survey.
5. We also reviewed the recommendations from staff from the 'early identification of individuals with HIV' section of the grant application. At this time, we will wait to see what funding is available for another needs assessment.
6. The approved directives document was discussed, and staff will add this to the May agenda to review.
7. Our next meeting will be held May 1, 2025 in person at Burroughs Community Center and via Zoom as well.

There were some questions regarding the needs assessments and budget for that activity. It was explained the epidemiology department from the City of New Haven Dept. of Health will be administering the non-virally suppressed needs assessment as a dataset for the GY26 PS process.

#### Membership/Finance Committee

Gloria McNeil gave the following report:

1. Everyone is in good standing with attendance. We do have some members who have not attended a meeting yet this year.
2. We have 3 applications in process and 2 of those applicants are working on completing their attendance requirements. 1 individual has met their attendance requirement, and we invited a new member

VOTE:

Chris Cole made a motion to approve the Planning Council application of Sophie Watson who has met her attendance requirements and has been approved by the Membership/Finance Committee.

**For: (15):** Bigby, Burdick, Cole, Datcher, Davis, Johns, McNair, McNeil, Montgomery, Namias, Pennacchia, Radocchia, Rodriguez, Santella, Stewart

**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, May 9, 2025.

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

Ella Pluchino and Lakeisha Green gave the following report:

- She has been named the new program manager for the Ryan White Program
- The clinical quality management plan is in it's final stages of approval and will focus on gaps in care.
- All contracts except for 1 have been executed and they are working on that.
- GY2024 total expenditure was spent at a rate of 99.47% and they are working on the carryover request.
- They are still awaiting notification of the next funding award which is anticipated soon.

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

- **Planning Council Training** – New Planning Council Member Training. This training included the following topics:
  1. A short video on the Ryan White Program.
  2. High level summary of Planning Council operations.
  3. Key people who work in collaboration with the Planning Council.
  4. List of responsibilities of the Planning Council, recipient and the CEO.
  5. Planning Council code of conduct.

6. An overview of each committee and schedule of meetings.

**(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 1:07pm

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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					
2.	Maria Bigby	A	A	X	X					
3.	Jeremie Burdick	X	X	X	X					
4.	Marco Castro	A	A	A	A					
5.	Gigi Chaux	X	A	A	A					
6.	Christopher Cole PC Co-Chair	X	X	X	X					
7.	Brian Datcher	A	X	X	X					
8.	Libra Davis	X	A	X	X					
9.	Christopher Johns	X	X	X	X					
10.	Clara Johnson	X	A	X	X					
11.	Doris McCullough	A	A	A	A					
12.	LaTonya McNair	X	X	X	X					
13.	Gloria McNeil	X	X	X	X					
14.	Joanne Montgomery	X	X	X	X					
15.	Mitchell Namias	X	X	X	X					
16.	Ruth Pennacchia	X	X	X	X					
17.	Richard Radocchia	X	X	X	X					
18.	Carmella Ricciardelli	X	X	X	A					
19.	Eddy Rodriguez	-	-	-	X					
20.	Anthony Santella	X	X	X	X					
21.	Roberta Stewart PC Co-Chair	X	X	X	X					
	Ryan White Office	X	X	X	X					
	Planning Council Staff	X	X	X	X					
	% of Council present:	80%	70%	85%	76%					

Guests: Jean Brown, Sofia Swaby, Lionel Thomas, Ray, Penny Alesio, Becca Rioux, Jen LoSchiavo, Nida Butt, Kelly Wright, Jamelia Beckford, Jennifer Dagraca, Laura Adams, Sophie Walton, Mindy Garcia, Emily, Gregory Ashe, Nate