

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, October 11, 2024
Start Time: 12:00 pm
End Time: 1:17 pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the September 13, 2024, Meeting Minutes
- Approval of 1 Planning Council Applicant

(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

- We have a project officer call on October 22nd at 2:00pm
- We also received feedback from the September Planning Council meeting that we reviewed today at the Membership/Finance committee meeting and this was discussed regarding the grant application.

(4.0) Community Input

There was none

(5.0) Approval of the September 13, 2024, Meeting Minutes.

A motion to approve the September 13, 2024 meeting minutes was made by Joanne Montgomery and seconded by Inthiany Ardila.

For: (10): Ardila, Bigby, Chaux, Datcher, Johns, Johnson, McNeil, Montgomery, Radocchia, Ricciardelli

Against: (0)

Abstain: (3) McNair, Pennacchia, Santella

(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 October 3, 2024:

1. We voted on and approved the meeting minutes from September 6, 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 used during our GY2025 PS process and will work using the grant application to determine what needs assessment we will focus on for next year's process.

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4. We discussed service standards and made updates. Staff will present the standards with these updates next month and we will vote on them.
5. Our next meetings will be held November 7, 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 on October 11, 2024:

1. We voted on and approved the meeting minutes from September 13, 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 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. We currently have an application in process for the State Medicaid Agency.
 - b. We reviewed the PC feedback from June 14, 2024 and both PSRA meetings. There were concerns about attendees' behavior and not feeling comfortable speaking out. This was discussed in M/F as well as the PC meeting and we are working towards improving these areas.
 - c. We approved 1 new application and reviewed/invited one new applicant into the membership application process. VOTE:
Roberta Stewart made a motion to approve the Planning Council application where the attendance requirement have been met:

For: (13): Ardila, Bigby, Chaux, Datcher, Johns, Johnson, McNair, McNeil, Montgomery, Pennacchia, Radocchia, Ricciardelli, Santella
Against: (0)
Abstain: (0)
 - d. We reviewed attendance and most members are doing well.
 - e. We decided to do a New Member Training that is interactive in October.
4. Our next meeting will be held on November 15, 2024 in person at Burroughs Community Center and via Zoom as well.

(7.0) Recipient's Office Report

Ella Pluchino gave the following report:

1. There will be CQM training for all members of the regional CQM committee
2. They are evaluating the 2nd quarter performance measures.

There was also a quarterly expenditure report from the Recipient's office and it wasn't for the full award. Staff will ask for that to be sent next month to review during the M/F meeting.

(8.0) New/Old Business

- **Planning Council Training** – Gigi Chaux presented the New Planning Council Member Training and this included the following:
 1. Key stakeholders
 2. Committees
 3. Membership

(9.0) Community Input

There was none

(10.0) Announcements

- All announcements will be sent to staff for distribution.

(11.0) Parking Lot Items

There are none

(12.0) Adjournment - The meeting adjourned at 1:17pm

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Attendance Record – 2024

	Council Member	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	A	X	X	X	
2.	Maria Bigby	-	-	-	-	-	X	X	X	
3.	Marco Castro	X	X	X	X	X	A	A	A	
4.	Gigi Chaux	X	X	X	A	X	A	X	X	
5.	<i>Christopher Cole PC Co-Chair</i>	X	A	X	X	X	A	X	A	
6.	Brian Datcher	X	X	X	X	A	X	X	X	
7.	Libra Davis	-	-	-	-	-	A	X	A	
8.	Christopher Johns	X	X	X	X	X	X	X	X	
9.	Clara Johnson	A	X	X	X	A	X	X	X	
10.	Doris McCullough	-	-	-	-	-	A	X	A	
11.	LaTonya McNair	-	-	-	-	-	-	-	X	
12.	Gloria McNeil	X	X	X	X	X	X	X	X	
13.	Joanne Montgomery	X	X	X	X	X	X	X	X	
14.	Mitchell Namias	X	X	X	X	X	X	X	A	
15.	Ruth Pennacchia	-	-	-	-	-	-	-	X	
16.	Richard Radocchia	A	X	X	X	X	X	X	A	
17.	Carmella Ricciardelli	X	X	X	X	X	X	X	X	
18.	Anthony Santella	X	X	X	A	X	X	A	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	A	X	
	Ryan White Office	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	
	% of Council present:	67%	78%	83%	67%	61%	61%	83%	68%	

Guests: Jean Brown, Jamelia Beckford, Merceditas Villanueva, Sofia Swaby, Jeremie Burdick, Lionel Thomas, Clunie Jean Baptiste, Nitza Agosto, Unique Williams, Kelly Wright, Gregory, Anthony, Carlo