



Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, May 10, 2019
Start Time: 12:07pm
End Time: 1:45 pm
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Deryk Jackson

Summary of Committee Business Votes

- Approval of Minutes from April 12, 2019 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:00 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction.

Roberta welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

Roberta reminded all attendees that meetings are recorded and to please remember to sign in.

(3.0) Community Input

There was none

(4.0) Approval of April 12, 2019 Meeting Minutes

A motion to approve the April 12, 2019 minutes was made by Rich Radocchia and seconded by Inthiany Ardilla

For: (14) Ardila, Gau, Gluz, Romanik, Stewart, Teel, Lame, Garofalo, Jenkins, Cisneros, Radocchia, Colbert, Winfrey, Stuart

Against: (0)

Abstain: (3) Stewart, Cumin, Montgomery

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

1. We voted on and approved minutes from May 2, 2019.
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. Staff presented the results of the MCM Health Insurance Survey.
4. We reviewed the utilization report from Arvil for the following: mental health, in/out substance abuse, housing and food bank for each region.
5. Our next meeting will be held on Thursday, June 6, 2019 from 9:30am – 12:00pm at the Burrough's Community Center.

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Quality Improvement Committee

Christina Romanik gave the following report:

1. We voted on and approved the minutes from the May 2, 2019 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.
3. Staff gave an update on the site monitoring visits. Everything is moving along. The site visit reports are very clear and comprehensive.
4. We also discussed the client intake packets at length and decided to review all packets throughout the EMA and develop a uniform packet to be used beginning next fiscal year, March 1, 2020
5. Our next meeting will be held on Thursday, June 6, 2019 from 12:00pm – 2:00pm at the Burroughs Community Center.

Membership/Finance Committee

Max Cisneros gave the following report:

Here is a summary of our meeting that was held today, May 10, 2019

1. We voted on and approved the minutes from the April 12, 2019 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We reviewed feedback from the April 12th PC meeting and all feedback was favorable.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas, especially our non-conflicted %
5. We reviewed the PC member attendance and 2 members will be removed from the council who have exceeded their allowable absence number.
6. We have one applicant in the process at this time.
7. Our next meeting will be held on Friday, June 14, 2019 from 12:00pm – 2:00pm at the Burroughs Community Center.

(6.0) Recipients Office Report

Dionne Kotey gave the following report:

1. The Clinical Quality Management meetings are going very well with all 5 regions.
2. She is working on a CQM binder to document all steps in this process.

(7.0) New/Old Business

Planning Council Training

There was a presentation on the results from the MCM Client Health Insurance Survey.

(8.0) Regional Updates

There were no updates this month.

(9.0) Community Input

There was none

(10.0) Announcements

All announcements will be emailed to staff and sent to all PC members.



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(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:45pm pm

Upcoming Planning Council Meetings: **NO MEETINGS IN JULY**

- Special Priority Setting & Resource Allocation Meeting: Thursday, August 1st, 9:00am – 2:00pm
- Executive Committee - Friday, August 9th, 9:30am – 10:30am
- M/F -Friday, August 9th, 10:30am – 11:30am
- Planning Council – Friday, August 9th, 12:00pm – 2:00pm

Attendance Record – 2019

| | Council Member | Jan | Feb | Mar | April | May | June | Aug | Sep | Oct | Nov |
|-----|---|-----|-----|-----|-------|-----|------|-----|-----|-----|-----|
| 1. | Inthiany Ardila | X | X | X | X | X | | | | | |
| 2. | Max Cisneros Co-Chair (MF) | X | X | A | X | X | | | | | |
| 3. | David Colbert | - | - | - | - | X | | | | | |
| 4. | Cassandra Cokley | A | X | A | X | X | | | | | |
| 5. | Chris Cole PC Co-Chair | X | X | X | X | A | | | | | |
| 6. | Loreen Cuiman | X | X | X | A | X | | | | | |
| 7. | Sabrina Delgado | A | X | A | X | A | | | | | |
| 8. | Thomas Evans | X | X | X | X | A | | | | | |
| 9. | Heather Garofalo | X | A | X | X | X | | | | | |
| 10. | Lauren Gau Co-Chair (SPA) | X | X | X | X | X | | | | | |
| 11. | Lisa Gluz | X | X | X | X | X | | | | | |
| 12. | Heidi Jenkins | A | A | X | X | X | | | | | |
| 13. | Albana Lame Co-Chair (QI) | X | X | X | X | X | | | | | |
| 14. | Clara Langley | A | A | A | A | A | | | | | |
| 15. | Joanne Montgomery Co-Chair (SPA) | X | X | A | A | X | | | | | |
| 16. | Raphael Muniz | X | A | A | A | A | | | | | |
| 17. | Richard Radocchia Co-Chair (MF) | X | A | X | X | X | | | | | |
| 18. | Christine Romanik Co-Chair (QI) | X | X | X | X | X | | | | | |
| 19. | Roberta Stewart PC Co-Chair | X | X | X | X | X | | | | | |
| 20. | Aaron Stuart | - | - | - | - | X | | | | | |
| 21. | Charlotte Teel | X | X | X | X | X | | | | | |
| 22. | Donald Winfrey | - | - | - | - | X | | | | | |
| | Ryan White Office | X | X | X | X | X | | | | | |
| | Planning Council Staff | X | X | X | X | X | | | | | |
| | % of Council present: | 79% | 74% | 68% | 79% | 77% | | | | | |

Guests: Jamelia Beckford, Jen LoSchiavo, Sara Burns, Daniel Pettit, Michael Howard, Yadira McLaughlin, Charlene Lee, Clunie Jean-Baptiste, Christina Rizk, Tequetta Valeriano, Sara Burns, Evelyn Martiniz, Ken Flight