



*Roberta Stewart & Chris Cole, Co-Chairs*

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### Planning Council Meeting Minutes

**Meeting Date:** Friday, January 10, 2020  
**Start Time:** 12:01 pm  
**End Time:** 1:15 pm  
**Location:** The Burroughs Community Center  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from November 15, 2019 meeting minutes

#### (1.0) Moment of Silence

Chris called the meeting to order at 12:01 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (1.0) Welcome and Introduction.

Chris 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

Chris announced that we are currently looking for a co-chair for the Membership Finance Committee and the Quality Improvement Committee. He also reminded everyone that the meeting is being recorded.

#### (3.0) Community Input

There was none

#### Approval of October 11, 2019 and November 15, 2020 Meeting Minutes

A motion to approve the October 11, 2019 minutes was made by Rich Radocchia and seconded by Joanne Montgomery.

**For: (8)** Ardila, Cokley, Radocchia, Lame, Stewart, Montgomery, Delgado, Teel

**Against: (0)**

**Abstain: (5)** Cole, Gau, Glutz, Cumin, Garofalo

A motion to approve the November 15, 2019 minutes was made by Albana Lame and seconded by Joanne Montgomery.

**For: (6)** Cumin, Cokley, Glutz, Lame, Gau, Teel

**Against: (0)**

**Abstain: (1)** Stewart

#### (4.0) Planning Council Committee Reports

##### Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on January 9, 2020:

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1. We voted on and approved minutes from November 7, 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. We looked at our current In Care and Newly Diagnosed needs assessment numbers to see how many completed surveys each region has compared to our goal.
4. We reviewed a new survey tool for the Out of Care needs assessment. Staff will update this based on our discussion to make it simpler and have open ended questions and present this at the February meeting. Staff will also email all region leads and ask them to run a report for all out of care clients in CAREWare and they will review all results to verify the accuracy of the data.
5. Staff presented the utilization report for all 5 regions from March 1, 2019 – November 30, 2019. There was a discussion about the Outpatient Ambulatory Health Services number for unduplicated clients and the relationship to uninsured clients and what that should look like. We also will be reviewing this data to determine what it can tell us about the populations in our EMA.
6. We began reviewing our current by laws and made some small updates. We will continue to review these at our February meeting.
7. Our next meeting will be held on Thursday, February 6, 2020 from 9:30am – 12:00pm at the Burroughs Community Center.

#### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 9, 2020:

1. We were unable to vote on the minutes from November 7, 2019 due to lack of quorum.
2. We 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 following service standards for review and updates by all attendees which included representation from all 5 regions:
  - a. Emergency Financial Assistance
  - b. Medical Transportation
  - c. Housing
  - d. Food Bank/Home Delivered MealsWe made updates to ensure all service standards align with HRSA/HAB measures as well as performance outcomes.
4. Our next meeting will be held on Thursday, February 6, 2020 from 12:00pm – 2:00pm at the Burroughs Community Center.

#### Membership/Finance Committee

Rich gave the following report:

Here is a summary of our meeting that was held on January 10, 2020:

1. We voted on and approved the minutes from the November 15, 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. We reviewed feedback from the November 15th PC meeting and all feedback was favorable. We will work on people feeling comfortable and an awareness of an 'insider group'.

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4. We reviewed the HRSA reflectiveness mandate and have improved in many areas, especially our non-conflicted %. Staff will review all of the formulas in the spreadsheet.
5. We invited 3 new applicants into the Planning Council process and also approved the Planning Council Application of Ronald Montague who met his attendance requirements.

**VOTE:**

A motion was made by Chris Cole to accept the application of Ronald Montague to the Planning Council:

**For: (11)** Ardila, Cokley, Radocchia, Lame, Montgomery, Delgado, Teel, Gau, Glutz, Cumin, Garofalo

**Against: (0)**

**Abstain: (2)** Cole, Stewart

**(5.0) Recipients Office Report**

The Ryan White office staff gave the following report:

1. Site visits will begin in March/April for Regions 2 and 5.
2. They are completing all contract amendments due to the partial award.
3. CQM will be continuing to meet and focus on regional PDSAs.

**(6.0) New/Old Business**

**Planning Council Training**

There was no training today

**(7.0) Regional Updates**

There were none

**(8.0) Community Input**

There was none

**(9.0) Announcements**

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

**(10.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 1:15pm



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**Attendance Record – 2020**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X									
2.	Max Cisneros	A									
3.	Cassandra Cokley	X									
4.	<i>Christopher Cole PC Co-Chair</i>	X									
5.	David Colbert	A									
6.	Loreen Cuiman	X									
7.	Sabrina Delgado	X									
8.	Heather Garofalo	X									
9.	<b>Lauren Gau Co-Chair</b>	X									
10.	Lisa Gluz	X									
11.	Albana Lame	X									
12.	<b>Joanne Montgomery Co-Chair</b>	X									
13.	Daniel Pettit	A									
14.	Richard Radocchia	X									
15.	<i>Roberta Stewart PC Co-Chair</i>	X									
16.	Charlotte Teel	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	81%									

Guests: Ken Flyte, Jamelia Beckford, Christina Rizk, Clunie Jean-Baptiste, Charlene Lee, Ronald Montague, Mitchell Namias, Linda Ferraro, Nancy Kingwood, Jennifer LoSchiavo, Sara Burns, Casey Ostrow, Kathyleen Pitner